

# MARION HIGH SCHOOL



## PARENT-STUDENT INFORMATION BOOKLET 2019-2020

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# **INTRODUCTION**

## **DISTRICT'S VISION**

Marion Community Unit School District #2 will provide all students the opportunities to develop to their maximum potential, to become effective lifelong learners, and to participate actively in our democracy and society.

## **MHS MISSION STATEMENT**

**M**ake a difference in students' lives by inspiring them to establish goals and then develop the physical, social, and intellectual skills to obtain them.

**H**arness the resources and technology provided to build a brighter future.

**S**erve the community while molding a sense of character, citizenship, and integrity among our students.

## **PURPOSE**

This addendum to the Marion CUSD #2 Parent-Student Information Booklet is to assist the student and parent in adjusting to the many phases of high school life. This Parent-Student Information Booklet contains calendars, schedules, student services, policies and procedures, and other important information pertaining to student life at Marion High School. We invite you to use this information booklet as a valuable resource for policies on discipline, technology, and student conduct, and encourage you to read through the following pages carefully. Additionally, the athletic department, band, choir, clubs and other extracurricular groups have additional rules with which students and parents should become familiar if the student is involved in those activities. Those rules are found in the Marion Community Unit School District #2 [Athletic & Student Activities Handbook](#). Marion High School reserves the right to modify the policies and procedures in this information booklet as necessary and as dictated by the decisions of the Marion CUSD #2 Board of Education. Changes may have to be made throughout the year in order to secure a safe and orderly school environment in which all students have the opportunity to learn. Therefore, the building principal may establish certain rules and regulations that are consistent with those established by the Board of Education and Superintendent of Schools. Existing policies and procedures are reviewed and updated annually.

## **SCHOOL SPIRIT CODE**

School spirit is a feeling of pride and loyalty in one's school. The Student Council Spirit Committee feels that this spirit may be expressed in three ways – Scholarship, Conduct and Appearance, and Participation. The Committee has drawn up a code of school spirit to aid the students in their everyday school life. By following this code, the student will discover that his/her school year will be more enjoyable and rewarding.

1. **Scholarship:** Students should remember that the main purpose in coming to school is to learn. All students should do their best in all subjects and use their abilities to the fullest. Good scholarship also means honesty in doing assigned work.
  
2. **Student Conduct and Personal Appearance:** Students are expected to conduct themselves as responsible young adults, as this will promote an educational environment conducive to learning. A mature student will accept the responsibility of good citizenship. One phase of social development and maturity is the readiness to accept suitable dress for various campus activities. When students take pride in their own personal appearance, the appearance of the classrooms, the campus and building, and the overall reputation of their school, standards remain high. Student appearance that is deemed disruptive to the educational process will require the student/s to make necessary changes in their appearance. The accepted dress and grooming policy is:
  - a. Appearances must not distract other students to the extent they are prevented from learning.
  - b. Apparel that endangers the safety of a student is not allowed.
  - c. Students are expected to be clean and well groomed.
  - d. Shoes must be worn at all times.
  - e. Hats, caps, bandanas, or other types of headgear are not permitted to be worn inside the building.
  
3. **Participation:** Marion High School has many extracurricular activities for the benefit and enjoyment of the students. These include the various clubs and service organizations, class activities, school dances, elections, plays, athletics, band, choir and others. Participation in some of these helps to make a well-rounded student and gives opportunities for leadership.

## **INSTRUCTION**

### **CLASS SCHEDULE**

The student's regular day is divided into one 51-minute, seven 50-minute class periods, and one 40-minute lunch period. Period 1 is extended for a moment of silence and the Pledge of Allegiance. The student's day starts at 8:10 a.m. and ends at 3:15 p.m. A teacher preparation period occurs from 3:15 p.m. to 3:40 p.m. Additional bell schedules

for early release days, club days, and assemblies are found in the table below. All students must leave the school building by **4:00 p.m. This includes the HEC Building and all other auxiliary buildings** unless they are involved in a school sponsored extracurricular activity, and they are supervised by a coach or club sponsor.

### BELL SCHEDULE

<u>Period</u>	<u>Regular</u>	<u>Pep Session/ Assembly</u>	<u>Club Meeting</u>	<u>11:30 Dismissal</u>	<u>1:30 Dismissal</u>
<b>FIRST</b>	8:10-9:01	8:10-8:54	8:10-8:55	8:10-8:37	8:10-8:45
<b>SECOND</b>	9:06-9:56	8:59-9:44	9:00-9:45	8:40-9:06	8:50-9:24
<b>CLUB MEETINGS</b>	-----	-----	9:50-10:20	-----	-----
<b>THIRD</b>	10:01-10:51	9:49-10:32	10:25-11:10	9:09-9:35	9:29-10:03
<b>FOURTH</b>	<u>1<sup>st</sup> Lunch</u> 10:56-11:36	<u>1<sup>st</sup> Lunch</u> 10:37-11:17	<u>1<sup>st</sup> Lunch</u> 11:15-11:55	9:38-10:04	<u>1<sup>st</sup> Lunch</u> 10:08-10:48
	<u>4A Class</u> 10:56-11:46	<u>4A Class</u> 10:37-11:21	<u>4A Class</u> 11:15-12:00	-----	<u>4A Class</u> 10:08-10:48
	<u>2<sup>nd</sup> Lunch</u> 11:51-12:31	<u>2<sup>nd</sup> Lunch</u> 11:26-12:06	<u>2<sup>nd</sup> Lunch</u> 12:05-12:45	-----	<u>2<sup>nd</sup> Lunch</u> 10:53-11:33
	<u>4B Class</u> 11:41-12:31	<u>4B Class</u> 11:22-12:06	<u>4B Class</u> 12:00-12:45	-----	<u>4B Class</u> 10:53-11:33
<b>FIFTH</b>	12:36-1:26	12:11-12:54	12:50-1:35	10:07-10:33	11:38-12:12
<b>SIXTH</b>	1:31-2:21	12:59-1:42	1:40-2:25	10:36-11:02	12:17-12:51
<b>SEVENTH</b>	2:26-3:15	1:47-2:30	2:30-3:15	11:05-11:30	12:56-1:30
<b>PEP SESSION/ ASSEMBLY</b>	-----	2:35-3:15	-----	-----	-----

### BREAKFAST AND LUNCH

Marion CUSD #2 Food Service utilizes a computerized accounting system for breakfast and lunch payments. Breakfast and lunch payments are not collected in the breakfast/lunch line. Funds can be deposited into a student's account weekly, monthly, or annually by making online payments with a debit or credit card. Additionally, parents and students can make cash or check payments by placing the payment in a secure drop box in the high school office. Cash or check payments must be placed inside a sealed envelope with the first and last name of the student on the outside of the envelope. Any unused funds payments will be refunded at the end of the school year. If your student

qualifies for free or reduced lunch, an application can be obtained from the high school office. Applications for free or reduced lunches can be submitted at anytime.

2019-2020 Food Prices		
	Breakfast	Lunch
Reduced	\$0.30	\$0.40
Paid	\$1.50	\$2.75

A complete Type A lunch is served each day. Extra meat, vegetables, or dessert may be purchased for the price listed on the menu board in the cafeteria. Items may also be purchased a-la-carte at an additional charge. Students who bring their lunch may buy milk or any item listed on the menu board.

Breakfast and lunch will be served each full day school is in session. The cafeteria will be open each morning from 7:30 a.m. to 8:05 a.m. for students who wish to purchase a breakfast or individual breakfast food items. There are two lunch periods offered. Students are assigned a lunch period based on their class schedule. All breakfasts and lunches must be eaten in the cafeteria. Food or drinks may not be carried outside the cafeteria. Students are to use the waste containers for trash and place dishes and utensils in the proper receptacles.

Students are expected to walk to the cafeteria and wait their turn in the line. Restrooms are available in this area. Students are expected to remain in the cafeteria until lunch has ended. Students may not leave the school campus (see Closed Campus) without permission from the principal's office.

### **INSTRUCTIONAL FEES AND TEXTBOOKS**

Student fees are established by the Board of Education and are the responsibility of the students and parents to fulfill. The instructional fee provides for textbooks, workbooks, art supplies, and other supplies used by the student during the year. The fee for the 2019-2020 school year is \$43.00. Some specialized courses at the high school may require additional fees because of the cost and nature of the materials used. Additionally, there are fees for a lock, physical education uniforms, insurance for the Chromebook, parking tags, and other fees associated with other extracurricular activities. Fees are due at the time of admission of the student in school. For the fee waiver policy, refer to the Marion CUSD #2 Parent-Student Information Booklet.

Textbooks and e-textbooks are provided for all students. Each student is responsible for the books he/she is issued. If a book is lost, destroyed, or stolen, the student will be charged the replacement cost of the book. If a student has outstanding debts (library

finer, lost books, etc.) due to the school, it is the responsibility of the parent/guardian to ensure the debt is paid prior to the last day of student attendance.

## **GRADING SYSTEM**

Letter grades for each subject are earned by students. These letter grades are based on the following percentages:

Letter Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and less

The school year is broken into four quarters. Two quarters constitute a semester. Students earn a semester grade for each course, which is recorded on their transcript. Semester grades are calculated using the following formula:

$$40\% (\text{Quarter 1}) + 40\% (\text{Quarter 2}) + 20\% (\text{Semester Exam}) = \text{Semester Grade}$$

Parents may access their child's grades, attendance, and discipline reports at any time using the district's online grade reporting system [InformationNow](#) (INOW). A secured login and password may be acquired by visiting the district's website at [www.marionunit2.org](http://www.marionunit2.org) and following the links to apply. Students should check their grade reports carefully and report any error to the teacher.

## **SEMESTER EXAM REQUIREMENTS**

Every course shall conclude with a final examination in which the student's mastery of the course objectives will be assessed. Further, every full-year course shall include a first and second semester final examination. Examples of final examinations include a summative, written assessment, a culminating presentation or project, a performance-based assessment, and other appropriate evaluations assessing the student's mastery of course objectives. Final examinations will be 60 minutes in length with 10 minutes between exams and will count as 20% of the student's semester grade. A final examination schedule for the fall and spring semesters is set forth by the administration. Typically, the last three days of the fall and spring semesters are reserved for final exams. See the final exam schedule below. During the spring semester, seniors and Advanced Placement (AP) courses will follow an alternative final exam schedule to help prepare for graduation and AP tests. Teachers must administer final exams during the scheduled times set forth by the administration. Final examinations normally may not be taken in advance of or after the regularly scheduled time except for reason of illness. Exceptions will be made only in emergency or severe hardship situations with approval by the principal.



### EXAM WAIVER POLICY

1. All students will be required to take First Semester Final Exams regardless of grades or attendance unless they are a senior and qualify under the SAT Semester Exam Incentive Waiver.
2. A Student will be exempt from taking Second Semester Exams if he/she:
  - a. Has 4 or fewer absences and 4 or fewer tardies for a year long class
  - b. Has 2 or fewer absences and 2 or fewer tardies for a semester class
  - c. Has no unexcused absences for the entire school year
  - d. 80% grade average in a class
  - e. Has no out-of-school suspensions for the entire school year
  - f. Has no more than 2 days of ALC per semester.
  - g. Days missed due to school related events (athletic events, field trips, college days, etc.) will **not** be counted as absences.
  - h. Medical/Appointment absences with a note submitted will **not** be counted if proper documentation is on file in the office. (Note must be submitted within 5 days of the absence. No exceptions!)
  - i. Illnesses, court dates, emergencies, and other absences, even though they may be excused will be counted against the days of absences.
  - j. Funeral days will not count against the total number of absences as far as exams are concerned.
  - k. If a student is exempt from a semester exam and chooses to still take the exam, the grade on the exam will be used only if it improves the semester grade.
  - l. If a student is exempt from a semester exam, the student's semester grade will be calculated by averaging the quarter grades together.
  - m. Students who fail either quarter of a given class must take that class's final exam regardless of exemption status.
  - n. Teachers have the right to require students to take an exam in a particular class even though the students may be exempt.
  - o. The administration will make the final decision regarding semester exam exemption for anything not covered in the policy.

<b>Final Exam Schedule</b>		
<i>Day 1</i> <i>Regular Day</i> <i>7<sup>th</sup> Period Exam</i>	<i>Day 2</i> <i>11:30 a.m. Dismissal</i> <i>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Period Exams</i>	<i>Day 3</i> <i>11:30 a.m. Dismissal</i> <i>4A or 4B, 5<sup>th</sup>, 6<sup>th</sup> Period Exams</i>
1st - 8:10 - 9:01	1 <sup>st</sup> - 8:10 - 9:10	4A or 4B - 8:10 - 9:10
2nd - 9:06 - 9:56	2 <sup>nd</sup> - 9:20 - 10:20	5 <sup>th</sup> - 9:20 - 10:20

3rd - 10:01 - 10:51	3 <sup>rd</sup> - 10:30 - 11:30	6 <sup>th</sup> - 10:30 - 11:30
1st Lunch - 10:56 - 11:36 4A Class - 10:56 - 11:46		
2nd Lunch - 11:51 - 12:31 4B Class - 11:41 - 12:31		
5 <sup>th</sup> - 12:36 - 1:21		
6 <sup>th</sup> - 1:26 - 2:10		
7 <sup>th</sup> - 2:15 - 3:15		

### **PSAT/SAT ASSESSMENT AND STUDENT INCENTIVES**

All students are required to take the state-mandated test prior to graduation. In order to reach senior status students must take the SAT or qualify for an exemption. All Juniors will take the SAT as well as Freshmen and Sophomores will take the PSAT during the spring. The student scores on this test will be used to earn privileges during the next school year. If a student “meets” the college board benchmarks on state tests, the following privileges will be granted:

#### **SAT - Juniors**

1. Student meets in Math or ERW (one area) - 1st Semester Final Exam Exemption and eligible for Senior Trip regardless of absences.
2. Student meets in Math and ERW (both areas) - Free student parking for the year
3. All Students have a combined Mean Score of 901 for better - Free movie day in the Fall

#### **PSAT 9 & 10 - Freshmen/Sophomores**

1. Students have a combined Mean Score of 825 or better - Free movie day in the Fall

### **GPA AND CLASS RANK**

Marion High School utilizes a 4.0 scale to determine the grade point average (GPA) and class rank of a student. Some honors and advanced courses are assigned a half weight or full weight. A full list of courses and their respective weights may be found in the [MHS Course Description Book](#). The following table illustrates the point value assigned to each letter grade:

Letter Grade	Regular Class	0.5 Weight	1.0 Weight
A	4.0	4.5	5.0
B	3.0	3.5	4.0
C	2.0	2.5	3.0
D	1.0	1.0	1.0
F	0.0	0.0	0.0
Incomplete	0.0	0.0	0.0

Students are encouraged to keep work up to date as incomplete grades cause problems with figuring averages, class rank, etc. All students should realize that reporting to class on time, participation in class discussion, preparation of daily assignments and regular attendance lead to more learning and better grades. The Honor Roll will be published at the end of each of the four grading periods:

High Honors	4.0 and above
Honors	3.6—3.9
Honorable Mention	3.0—3.5

Students who fail one class (F) or have two Ds on their report cards are not eligible to be on the Honor Roll.

### **CLASSROOM TEACHER GRADING POLICY**

In grades 9-12 an effort is made to evaluate higher order thinking skills. Teachers may choose to use grading scales that enhance this endeavor upon approval of the building principal. If a scale other than the one published in the current Parent-Student Information Booklet is utilized, students and parents must be notified in writing no less than two (2) weeks after the beginning of the semester. Such notice may be in the form of a course outline, syllabus or information sheet which will be signed by the students, parent, or guardian and returned to the teachers to be kept on file for the duration of the class term.

### **INCOMPLETE GRADES**

**Nine Week Period Grades:** Whenever any student receives an incomplete grade for the semester, that student **must** attempt to remove the deficiency and secure a satisfactory grade by the end of the three weeks following the end of the semester, or he/she will receive an F for the semester. In no case may the student carry the incomplete longer than nine weeks.

**End of the School Year:** All students in danger of receiving an incomplete grade at the end of the school year must be warned of such condition by the teacher not later than two weeks prior to the semester examination. The student then has two weeks in which to remove the deficiency in order to secure a satisfactory grade. **No incomplete grades will be reported to the office for recording at the end of the school year.** The student

either passes or fails the work except in cases of confining illness, which prevents the removal of deficiencies by the end of the school year.

Some causes for incomplete grades are:

1. Failure to take a test within the nine weeks period.
2. Failure to turn in required written assignments.
3. Excused absence on the day a test is given and failure to make up the work.
4. Excused absence from school and failure to make up work.
5. Failure to make oral reports.
6. Failure to return books or materials as requested by the staff.
7. Incomplete laboratory work.
8. Failure to secure necessary textbooks, workbooks and materials.

### **GRADUATION REQUIREMENTS**

Seniors graduating must have completed a minimum of 27 credits. In addition, all state mandated course credits must be successfully met within the 27 credit framework. If students have not fully completed all requirements prior to graduation, he/she will not be permitted to walk with their graduating class.\*

### **REQUIRED COURSES**

English	4.0 units	Years 1-2-3-4
Math	3.0 units	Years 1-2-3
Science	2.0 units	Years 1-2
Health	0.5 unit	Year 1
Global Studies	1.0 unit	Year 2
United States History	1.0 unit	Year 3
Civics	0.5 unit	Year 4
Consumer Education***	0.5 unit	Year 3
Physical Education (PE)****	Daily Enroll	Years 1-2-3-4

In addition to the requirements outlined in the above table, students must successfully complete one (1) year chosen from music, art, foreign language, or vocational education.

\*Students with disabilities receiving special education services who have completed four years of high school and will return for additional schooling the following year pursuant to their IEP may participate in the graduation ceremony with their peers even if they have not met the requirements for graduation. In lieu of a diploma, the student will receive a certificate of completion. Students can walk at graduation only once.

\*\*\*Consumer Economics may be waived by successfully completing Business Concepts 1 & 2.

\*\*\*\*Enrollment in PE may be waived for the following reasons:

1. Grade 9-12 students presenting an appropriate excuse from a person licensed under the Medical Practice Act.
2. Grade 11-12 students participating in an interscholastic athletic program.
3. Grade 11-12 students enrolled in a class required for admission into an institute of higher learning provided that failure to take the class would result in denied admission.
4. Grade 11-12 students enrolled in academic classes required for graduation
5. Grade 9-12 students enrolled an ongoing marching band program for credit
6. Grade 9-12 students enrolled in ROTC program
7. Grade 9-12 students with an IEP requiring special education services be provided during PE time
8. Grade 9-12 students with an IEP participating in a required adaptive athletic program outside the school setting

### **DRIVER EDUCATION**

In order for a student to be eligible for enrollment in Driver Education, he/she must have received a passing grade in at least eight (8) courses during the previous two (2) semesters. Any request to waive this requirement is to be made to the principal. If a student fails the semester that they are enrolled to take driver education, he/she will only have the following two options to receive credit: (1) retake the class through summer school on a first come first serve basis, (2) commercial driving school. This course will include classroom instruction on the impact of distracted driving and consumption of alcohol on motor vehicle safety, law enforcement procedures for traffic stops, and a demonstration of proper actions and interactions with law enforcement during traffic stops.

### **EARNING ADDITIONAL CREDITS**

The intent of allowing students to earn additional graduation credits is to make up credits that have been failed or to allow a student to earn additional credits for early graduation. Students may earn additional credits in three ways: John A. Logan College course work, community service (approved site), or the American School. A maximum of two credits may be earned in this manner. Students taking required courses through alternative or correspondence courses must have attempted the course at Marion High School and failed the course. All courses taken for graduation credit must have the approval of the guidance counselor and the principal prior to taking the course. Earning any additional credits beyond this policy must first receive permission from the principal.

### **EARLY GRADUATION/CREDIT COMPLETION**

Students may graduate after completion of seven (7) semesters of school attendance and when they have met all graduation requirements. Students must apply for early graduation through their guidance counselor, in writing, at least one semester prior to the graduation date. This will allow for proper planning and approval of the student's

request by the principal. Students that choose to accept their diploma early may not participate in graduation ceremonies in May.

### **VOLUNTEER WORK CREDIT**

Students may earn one credit toward graduation for community service work. A student must submit a written request to the principal in advance of the planned work. The request must include parental approval, approval from the cooperating agency official, a list of planned activities, and a proposed timeline for completion. Community service work performed as part of a course assignment or disciplinary measure is not eligible. Guidelines are available from the guidance department.

### **TESTING PROGRAM**

As a result of state and federal accountability programs to assess students' academic abilities and to provide students with opportunities for post-secondary education and credits, MHS administers the following standardized testing programs:

1. *PSAT 8/9* - This test is given to all freshman in October to establish a baseline and prepare students for the state mandated SAT taken during a student's junior year.
2. *NMSQT* - This test is an optional test for juniors in October to determine if a student qualifies as a National Merit Scholar and to prepare students for the SAT.
3. *PSAT 10* - This test is administered to all sophomores to monitor student growth and to prepare students for the SAT.
4. *SAT with written portion* - This state mandated test and college entrance exam is administered to all juniors. Completion of the SAT is required for graduation.
5. *Illinois Science Assessment (ISA)* - This computerized test is mandated by the state of Illinois and is given to all students enrolled in Biology 1 as a federal accountability measure.
6. *Advanced Placement (AP)* - These course specific tests are administered during the first two weeks of May to students enrolled in AP classes. Students must pay a fee to take the exam and may receive college credit in the subject area upon earning a qualifying score.
7. *Accuplacer Exam* – This computerized test is required for students enrolling in dual credit or dual enrollment classes at John A. Logan College and is offered for students at MHS in the fall and spring or at JALC by appointment.

### **SEAL OF BILITERACY**

Marion High School is participating in the Illinois State Board of Education Seal of Biliteracy program. This program affords students who have attained a high level of

proficiency in both Spanish and English the opportunity to earn the State Seal of Bilingualism. Qualifying students would receive a stamp or seal on their diploma, as well as wording on their transcript indicating that they have earned this recognition. Students may also earn the State Commendation toward Bilingualism if they fail to meet the requirements for the State Seal of Bilingualism but can demonstrate significant progress toward achieving a high level of proficiency in Spanish in addition to English. In order to qualify for the State Seal of Bilingualism, students must demonstrate an “intermediate high or advanced low” level of proficiency in all 4 domains of language use as defined by the American Council of Teachers of Foreign Languages. Students performing in the intermediate range in all 4 domains of language use qualify for the State Commendation towards Bilingualism. At Marion High School, students may demonstrate the appropriate level of proficiency through the AAPPL standardized Spanish test, which is the ACTFL Assessment of Proficiency in Languages. The cost of the test is \$20 per student and will be administered in the spring semester at Marion High School. The qualifying score on the AAPPL for the State Seal of Bilingualism is I-5 or A-1 on form B. The qualifying score on the AAPPL for the State Commendation toward Bilingualism is I-1 through I-4 on form B. Students must also demonstrate a high level of proficiency in English with an ACT composite score of 21 OR a score of 540 on the ELA portion of the SAT. Questions may be directed to Christy Haynes at 618-993-8196 or at [chaynes@marionunit2.org](mailto:chaynes@marionunit2.org).

### **VETERAN DIPLOMA**

Upon application, an honorable discharged veteran of World War II or the Korean Conflict will be awarded a diploma, provided that he or she: (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U. S. Armed Forces, and (3) has not received a high school diploma or GED (high school equivalency).

### **GUIDANCE DEPARTMENT**

Guidance Department offices are located adjacent to B-Hall on the first floor. A staff of counselors will be available to help students with personal problems, class choices, registration, vocational and educational information, as well as college and university scholarships and admissions procedures. Students are encouraged to take full advantage of the opportunities and information from the department staff. **Students must have a pass from their teacher before coming to the guidance department.**

Toby Misner	Soph-Senior
Brittany Dickson	Soph-Senior
Michele Tate	Freshmen
Bart Sinks	Soph-Senior

### **SCHEDULE CHANGES**

Students and parents are encouraged to give time, thought, and attention to the selection of courses each year. Students are encouraged to make necessary schedule changes during the summer or the week prior to the start of school or spring semester. **All schedule changes must be made before the first day of school or first day of the**

**spring semester.** If a student requests a schedule change after the start of the semester, the student must submit a course change request form to the guidance department and receive approval from the principal. This request will be denied unless unusual circumstances dictate that the change be made in the interest of the student's health, safety, or other extenuating circumstances. No full year class may be changed at the semester unless the student is earning a D or an F. **No schedule changes will be made to change a student's lunch hour or to change teachers.**

## **COLLEGE VISIT POLICY**

To encourage students to continue to post-secondary education, college and universities will send representatives to MHS to inform students about their campuses and academic programs. Only junior and senior students may attend these presentations. Junior and senior students may attend only if:

1. Students must get a pass from guidance at least 1 day in advance of the scheduled visit.
2. This pass must be signed by the teacher whose class will be missed.
3. Teachers do have discretion to say "NO" if the student has a major project or test that day. The teacher may also say "NO" if the student is doing poorly in the class.
4. The student must be at or near admissibility standards of the visiting school.

Additionally, junior and senior students may visit college and universities. Students are allotted a total of 3 college visits over their junior and senior years. The visit must be approved by the guidance department PRIOR to the college visit otherwise the visit will count as an absence. Students must provide the guidance department with adequate documentation of the visit immediately following their return.

## **MEDIA CENTER**

The Media Center is well equipped with many books, magazines, videotapes, computers, etc. Students should make the best use of these as a vital part of their study. **The Media Center is open from 7:30 a.m. until 3:40 p.m.** Students may use the computers for writing and research projects. Students must request a hall pass from the classroom teacher in order to use the Media Center during class time. This hall pass is to be given to the Media Center staff upon entering the Media Center. No students are allowed in the Media Center before 7:30 a.m. or after 3:40 p.m. unless supervised by a faculty or staff person.



## **ASSEMBLIES**

Assembly programs are scheduled and presented to be entertaining, educational, and informative. Pep Sessions will be held periodically with coordination from the Pep Club, Student Council and Athletic Department. Students are expected to be polite and mannerly toward the performers. Students who cause disturbances or show disrespect to performers will be removed from the auditorium and denied the privilege of attending future programs.

## **Student Records**

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) affords students certain rights with respect to their education records.

A parent/guardian or eligible student should submit to the building principal written requests that identify the record(s) they wish to inspect. The district official 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 district official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

A parent/guardian or eligible student may ask the District to amend a record 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 the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

Prior to the disclosure of personally identifiable information contained in the student records, prior consent by the parent/guardian or eligible student will be obtained. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. This may include disclosure to a person or company that has contracted with the district (such as an attorney, auditor, or collection agency). In addition, the district can disclose, without prior consent, education records without consent to officials of another school in which the student seeks or intends to enroll. Information may also be disclosed to certain law enforcement officials if the disclosure is necessary in the performance of their duties. Records may also be disclosed with prior

consent to governmental agencies, military recruiters, or social service agencies as authorized by State or Federal law.

All temporary records maintained by the district will be destroyed no earlier than 5 years after the student graduated, withdrawn or otherwise no longer enrolled as a student in the district. Such record destruction will occur during the last week in July. For example, if a student graduates or withdraws from school during the 2013-2014 school year, the temporary records will be destroyed in June/July/August 2019. Permanent records will be maintained for 60 years. If you desire a copy of the records, contact the principal of the last building the student attended in the district. One also has 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 of consent unless the parent/guardian or eligible student notifies the Records Custodian or other official, in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information typically 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, and dates of attendance.

## **STUDENT BEHAVIOR AND EXPECTATIONS**

### **ATTENDANCE**

There is a direct correlation between good attendance and good grades. Students should be serious about school and avoid the problems caused by truancy or unauthorized absences. The attendance office is located in the Administrative Office. Please see the attendance secretary for assistance. ***The phone number to call is 618-993-8196 Ext 223.*** When a student must leave campus during the school day, a parent/guardian note must be brought to the attendance office by 8:05 a.m. and the student will be issued a pass to leave campus. When a student is absent from school, a parent/guardian should call the school before 10:00 a.m. the day of the absence. If no call is received on the day of the absence, the student must bring a note from parent/guardian by 8:05 a.m. on the day he/she returns to school. The student will be given an unexcused absence until a written

excuse has been received by the school. Any student having a medical or other authorized appointment must bring a signed note from the appointment site when he/she returns to school. **If a doctor note/appointment site note is not submitted within 5 days, the absence will be counted towards the social suspension list and semester exam exemptions. Once a student has accumulated 9 absences in a semester without documentation from a doctor, the school nurse, or official appointment site, the student will be placed on social suspension list. All out-of-school suspensions count towards the social suspension list. Students on the social suspension list will not be allowed to participate in field trips (competitive or otherwise), athletics, or any other extracurricular activities (including homecoming and prom).** According to Illinois State law, any student who is absent one class period is counted one-half day absent. Any student who is absent 5 class periods or more is counted full day absent.

### TYPES OF ABSENCES

**Excused Absence**—It is the responsibility of the student to make up all class work missed because of an absence for:

1. personal illness
2. family illness
3. death in family
4. home emergency
5. medical appointments
6. court appearances
7. religious holidays
8. college visitation
9. deer season (1 day)\*
10. absences pre-arranged through office

A student that accumulates more than 8.5 excused absences will still be placed on the social suspension list.

\*Only one day is allowed for deer hunting at the beginning of the season. To be an excused absence, the student must show the attendance secretary the deer license prior to the day absence.

\*\*A student attending a military honors funeral to play *Taps* must notify the attendance secretary and principal at least two days prior to the service and provide the date, time, and location of the honors funeral. This requirement may be waived if the student did not receive two days notice, but notified the administration as soon as possible. A student whose absence is excused to sound *Taps* shall be counted as in attendance at school.

**Unexcused Absence**—Absence from school with insufficient cause. The following are examples of unexcused absences.

1. personal business
2. truancy
3. car trouble
4. oversleeping

Unexcused absences carry a severe penalty. **The student may not be permitted to make up work missed unless authorized by the administration.**

## TRUANCY

The Compulsory Attendance Act (Article 26 in the Illinois School Code) prescribes that parents or guardians are legally responsible for causing their child to attend school and that, if the child is not in regular attendance, action should be taken against the parents or guardians.

## TARDINESS

A student will be considered tardy to class if not in the classroom when the tardy bell starts to ring. If a teacher detains a student after class, the student must obtain a pass from the teacher to take to the next class. We believe it is the responsibility of the student to maintain a good attendance record. Being on time to class is a basic element of success.

- After a student has accumulated a total of 4 tardies for the semester, they will be assigned an after school detention. For every tardy after the 4<sup>th</sup> tardy, the student will receive an after school detention for each tardy.
- After a student has accumulated 10 tardies for the semester, they will be assigned a Saturday detention or ALC.

Any student who accumulates 20 or more tardies per semester will not be allowed to participate in any extracurricular activities that semester and will be placed on social suspension. Once the 20<sup>th</sup> tardy is received, student participation will be immediately terminated until the conclusion of the semester in which the tardies were received. This includes athletics, attendance at athletic events, prom, homecoming, field trips, and various club activities. Getting to class on time is a basic requirement and an expectation for all students at Marion High School. It is the responsibility of the student to monitor his/her attendance record.

## UNPREPARED FOR CLASS

Students who do not bring the necessary materials to class, for example chromebooks or textbooks, notebooks, pens, pencils, will be given an *Unprepared for Class* notice. Three unprepared notices will result in a detention.

## CLOSED CAMPUS

Marion High School has a closed campus policy. This means that when students arrive at school they must not leave the campus unless permission is obtained from the attendance office or the principal's office. Some students are permitted to leave campus as a part of a class assignment. The teacher or sponsor will make arrangements to handle these situations. Parents or guardians must call the office, come in and sign their student out, or send a note to the attendance secretary **BEFORE** their student leaves school (even if the student is 18). Parents may sign their student out for appointments only. Students may not be signed out to go eat lunch. No food is to be brought back to campus for any reason. **If a student violates the closed campus policy more than once, not only will**

**there be discipline involved but they will also be ineligible for homecoming and prom. (Depending on the semester of occurrence)**

**Skipping School or Leaving School Without Permission.** All students who leave the building before the official end of the school day *must have administrative permission and sign out in the office*. Parents or guardians must call the office, come in and sign their student out, or send a note to the attendance secretary **BEFORE** their student leaves school (even if the student is 18). If a student skips school or skips class a total of seven times during a semester, they will not be allowed to attend or participate in extracurricular activities the remainder of the semester (this includes Homecoming, Prom, and sporting events).

Note: Violation of closed campus will result in the student's driving privileges to campus being revoked from 10 days up to the remainder of the school year. This will be in addition to the discipline imposed.

### **PERFECT ATTENDANCE AWARD**

This award will be presented at the Student Council Awards Day Program in May. Perfect attendance means being either absent or tardy to class for that school year. A student leaving the building for any reason during school hours, excluding field trips, is counted against perfect attendance. Students with perfect attendance each year will be given a certificate. Seniors with perfect attendance for four years will be given a certificate and pin. **Doctor and dentist appointments that cause a student to be absent or tardy count against the Perfect Attendance Award.**

### **WITHDRAWAL FROM SCHOOL**

To withdraw from school for any reason, the following procedure is to be followed by the student:

1. The student's parent or guardian must come in the main office and sign a withdrawal slip.
2. Contact each teacher with whom the student has classes, and the librarian; turn in all books and materials and have the form signed by each teacher.
3. Remove all personal possessions from the locker.
4. Return the Withdrawal From School form to the office.
5. Any financial obligations must be paid in the office so that the transcript may be forwarded without any delay.

Re-enrollment shall be denied to any individual above the age of 16 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21<sup>st</sup> birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma.

## **I. D. CARDS**

Each student will be given an Identification (I. D.) Card that will certify he/she is a student of Marion High School. **This card should be carried at all times and presented when requested.** It will save you money on admissions to athletic events at home and out of town.

## **HALL PASSES AND TRAFFIC**

All students are assigned to a particular class or activity each period of the day. They will be under the direct supervision of some faculty member. Students are not to be allowed to move from one area to another without a pass from a faculty member. Passes will not be issued by teachers to leave the school premises. Any student who leaves school without proper authorization will be disciplined accordingly. If a student needs to leave school for some justifiable reason, permission must be granted by the principal's office or guidance office. Passing time between classes is five minutes. Students are expected to arrive on time. Hall traffic should move steadily with persons keeping to the right. Running or otherwise causing disturbances in the hallway is unsafe.

## **LOCKERS AND LOCKS**

Each student has a locker for personal use during the school year. Lockers are for student use, but are the property of the school. Periodic locker checks will be made by school officials. Books and personal belongings should be placed there and locked with a school adopted combination lock. School regulations require a uniform lock, which can be opened with a master key for inspection purposes. Each student is required to have such a lock upon entering high school. New locks can be purchased in the office.

**Unauthorized locks will be cut off the locker.** Students should not share lockers or give a locker combination to anyone. This will assist in reducing theft of personal items at school. **Each student must use their assigned locker with only one student per locker (No sharing lockers).**

## **VISITORS**

All school visitors must report to the main office and sign-in before going to other areas of the building to visit students or faculty. Parents and patrons are welcome to visit the school if approved by the administration in advance of the visit and a Visitor's Pass will be issued at the main office. Student visitors are not allowed unless approved by the administration in advance of the visit.

## **TRANSPORTATION AND PARKING**

Buses will drop off in the mornings on the west side of the school. Buses will pick up in between the school and the football/soccer field. A bicycle rack is located under the stairwell at the end of A and C halls for students who ride bicycles. Special Education buses will drop off in the south lot and they will pick up on the north side of Wilson Gym lobby. Students walking must use the sidewalks along Wildcat Drive and Carbon Street to gain access to the high school. Parents dropping off and picking up their student can do

so in the south lot by the main office lobby or in the west lot by the auditorium lobby. Parents must park in a marked parking space while waiting to pick up the student.

Motor vehicle traffic around the high school, all other school areas and around the streets of Marion is of vital concern to the school and community. The cooperative effort of students, parents and the school is required to promote safety and insure proper handling of motor vehicles. Driving a car to school is a privilege given by parents and school to the student and is not a right of the student. A student who drives to school must register the vehicle in the office with the vice principal or secretary who will issue a parking decal. Parking decals cost \$15.00. However, a student who drives to school and refuses to register their vehicle, or they do not meet the above requirements, is subject to having their vehicle towed and/or additional disciplinary consequences.

Student parking is not allowed on the roadways around the school, on the lawn areas, along the wall south of auto shop area, in the south parking lot outside the administrative offices, in the first row closest to the building in the east parking lot, or in the first row closest to the building in the west parking lot. **ALL STUDENTS MUST PARK IN THE LARGE EAST LOT EXCEPT FOR STUDENTS WITH COME AND GO PASSES WHO WILL PARK IN THE WEST LOT. STUDENTS CAN PARK ANYWHERE IN THE LOT EXCEPT FOR THE FIRST ROW CLOSEST TO THE HIGH SCHOOL.** Students may not park on the road in between the HEC building and the main building. Parking in an unauthorized area or in a reserved section may result in Saturday detention and/or losing your driving privilege, possible suspension from school, or having your car towed away at your expense. All cars must be locked when parked. The speed limit on school grounds is 10 mph.

## **STUDENT BEHAVIOR POLICY**

Marion CUSD #2 believes that an orderly environment is conducive to a positive learning atmosphere. A central goal of Marion CUSD #2

### **RULES AND REGULATIONS**

These rules and regulations shall cover student infractions that occur during the school day or at school-sponsored activities at all times whether in school, on buses, at home or away athletic events, on field trips, or at any place where students are under school supervision or representatives of MHS. Furthermore, any student misbehavior or action at or away from school which has a direct and immediate effect either on school discipline or on the general safety and welfare of students and staff will be subject to disciplinary action. Student violations shall be classified into minor and major violations with disciplinary action determined by the seriousness of the offense.

### **Student Safety- Backpacks and Building Entrance**

The safety of students is one of our top priorities. In accordance with this, students are not allowed to carry backpacks to classrooms. These items must be placed in one's

locker upon arriving at school and may not be removed until the end of the school day. Students will be allowed to carry a pencil case if it has a **clear** covering. Students will be allowed to carry a clear or mesh backpack into the building and straight to their locker. They may not carry a backpack of any kind from class to class unless a doctor's note is provided. Make-up bags and other items not sold as pencil cases will not be allowed. Students can enter the building on the west end of the building or the main entrance by the office before 8:10. After 8:10, they must enter through the door by the office and press the button in the vestibule.

## STUDENT CONDUCT

### Academic Dishonesty, Cheating, and Plagiarism

Academic dishonesty by a student degrades the student's character and reputation and impedes the learning process. Any action intended to obtain credit for work which is not one's own is considered academic dishonesty or cheating. The action may include, but is not limited to the following:

1. Submitting another student's work as one's own
2. Obtaining or accepting a copy of tests or teacher answer keys
3. Discussing, giving, or obtaining test questions or answers from a member of an earlier class
4. Copying from another student's test or electronic document or allowing another student to copy during a test or from an assignment
5. Using materials which are not permitted during a test
6. Plagiarizing (the uncredited use of somebody else's words or ideas)
7. Copying or having someone other than the student prepare the student's homework, paper, project, lab report, computer program, or take-home assessment for which credit is given
8. Permitting another student to copy or writing another student's homework, paper, project, lab report, computer program, or take-home assessment
9. Accessing restricted computer files without teacher authorization
10. Copying materials, including computer software, in violation of the copyright law
11. Using any form of electronic communication or cell phone cameras to share test questions or answers.

Those who are involved in academic dishonesty, cheating, or plagiarism are subject to the following penalties:

- **1st offense** in a class, the student will receive a zero on the assignment, paper, or assessment, which will be averaged into the quarter grade. The penalty can be reduced to a 50% deduction if the student successfully resubmits the assignment after completing the assignment under teacher supervision. The assignment must be re-submitted within one week of being notified of the violation. Parent(s)/guardian(s) will be notified, and disciplinary action may occur.
- **2nd offense** in the same class, the student will receive a zero on the assignment and an "F" for the quarter. The penalty can be reduced to only a zero on the



assignment if the student successfully resubmits the assignment after completing the assignment under teacher supervision. The assignment must be re-submitted within one week of being notified of the violation. Parent(s)/guardian(s) will be notified, and disciplinary action will occur.

- For any subsequent offense in the same class, the student will fail the semester. Parent(s)/guardian(s) will be notified, and disciplinary action will occur.
- In the case of a student involved in academic dishonesty, cheating, or plagiarism on a final exam, the student will receive a zero on the final exam and will not be afforded any opportunities for a reduction of the penalty.

### **Positive Behavior Interventions and Support (PBIS)**

PBIS is a proactive, systematic approach to preventing and responding to inappropriate student behavior within the classroom and the school. The emphasis of PBIS is to develop and maintain a safe learning environment in which teachers can teach and students can learn. Students who uphold the Wildcat Traits of being respectful, being responsible, and being engaged can earn both academic and social rewards during each semester. Stipulations apply as determined by the teachers and administration.

<b>Examples of Misconduct</b>	
<i>Minor (Teacher Managed)</i>	<i>Major (Administrator Managed)</i>
<ul style="list-style-type: none"> <li>● Disrespect</li> <li>● Defiance</li> <li>● Disruption</li> <li>● Physical contact / physical aggression</li> <li>● Tardy</li> <li>● Inappropriate language</li> <li>● Misuse of property</li> <li>● Academic dishonesty</li> <li>● Dress code violation</li> <li>● Technology violation</li> </ul>	<ul style="list-style-type: none"> <li>● Insubordination / non-compliance</li> <li>● Defiance</li> <li>● Disruption</li> <li>● Physical contact/aggression</li> <li>● Abusive language / inappropriate language / profanity</li> <li>● Skip class</li> <li>● Academic dishonesty</li> <li>● Harassment</li> <li>● Bullying*</li> <li>● Fighting*</li> <li>● Inappropriate location / out of bounds area</li> <li>● Excessive tardiness</li> <li>● Truancy</li> <li>● Forgery / theft / plagiarism</li> <li>● Technology violation / cell phone</li> <li>● Property damage / vandalism</li> <li>● Lying / cheating</li> <li>● Dress code violation</li> <li>● In appropriate display of affection</li> </ul>

	<ul style="list-style-type: none"> <li>● Use / possession of tobacco*</li> <li>● Use / possession of drugs*</li> <li>● Use / possession of weapons*</li> <li>● Use / possession of combustibles*</li> <li>● Use / possession of alcohol*</li> <li>● Gang affiliation display / gang activity*</li> <li>● Bomb threat / false alarm threat*</li> <li>● Arson*</li> </ul>
<p><i>*Could result in suspension and/or expulsion. These violations could be reported to the police department.</i></p>	

In the event that student behavior violates the rules and regulations established by Marion CUSD #2 and MHS, administration will use several disciplinary interventions and consequences. Exclusionary discipline, such as out-of-school suspensions and expulsions, are the most serious. The goal is to limit the number and duration of out-of-school suspensions and expulsions to the greatest extent practicable. These exclusionary measures will be used only for legitimate educational purposes. To ensure that students are not excluded from school unnecessarily, non-exclusionary discipline will be used prior to using out-of-school suspensions or expulsions if appropriate.

**Administrators will handle discipline issues on a case by case basis based on the severity, frequency, and other involved. Administrators have the final say on each and every discipline situation.**

**Potential Disciplinary Actions**

1. Verbal reprimand / Conference with student
2. Notifying parent(s) / guardian(s)
3. Withholding of privileges
4. Temporary removal from the classroom.
5. Lunch study
6. After school study
7. Return of property or restitution for lost, stolen, or damaged property
8. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate student behavior expectations
9. Community service
10. Saturday study
11. Alternative Learning Classroom (ALC)
12. Suspension of bus riding privileges
13. Out-of-School Suspension (OSS)
14. Expulsion
15. Transfer to an alternative program
16. Notifying juvenile authorities or other law enforcement

## **PBIS RECOGNITION AND REWARD DAYS**

MHS holds PBIS recognition days 2-4 times a school year. The students that have not received a referral will be allowed to attend the programs. The students that have received a referral, regardless of the disciplinary action, may not participate in the incentive program for that quarter or semester. The students that cannot participate in the incentive will remain in a classroom with a certified teacher.

## **AFTER SCHOOL PROGRAM**

After school, the student **must be in class before 3:20 p.m. and will last until 4:00 p.m.** Students must use the time to complete any work for their assigned classes. Chromebooks are to be used for completing class assignments only. Students are expected to be attentive and quiet. Sleeping, talking, using cell phones, using headsets, food, and drinks are prohibited in the classroom. Transportation from the school following the after school study is the responsibility of the student and his or her parent/guardian.

## **LUNCH STUDY PROGRAM**

Lunch studies will be utilized by the administration for disciplinary purposes. When a student is given a lunch study, they must report to F101 at the very beginning of their lunch period. If the student brings their lunch they may get their lunch out of their locker before reporting to F101. If a student is eating school lunch the day of lunch detention, they must report to F101 before entering the cafeteria. The supervisor will take all of the school lunch students to the cafeteria after all of the other students have received their lunches. Students in lunch detention may not use their phones at all, and they cannot sleep or socialize. They must be either doing homework or other instructional activities.

## **SATURDAY STUDY PROGRAM**

Saturday studies will be utilized by the administration for students who have been truant from school, excessive tardies, and for students who continually violate school rules. Student participation in a Saturday study is only with the consent of the student's parent or guardian. A Saturday study is a supervised study period on Saturday morning from 8:00 a.m. to 11:00 a.m. Students are to report to the alternative learning classroom in A212 between 7:45 a.m. and 7:55 a.m. Students will not be admitted after 8:00 a.m. sharp. Students should enter from the A-Hall entrance off the east lot. Students who are late or fail to show will be assigned two days to the alternative learning classroom.

The rules for Saturday study are simple but strict. The administrator or teacher in charge will assign the seating. Students must read, study, and complete assignments during the entire period. Textbooks, library books, and appropriate schoolwork must be brought by the student to the Saturday study. Chromebooks are to be used for completing class assignments only. Students are expected to be attentive and quiet. Sleeping, talking, using cell phones, using headsets, food, and drink are prohibited in the classroom. Additionally, the MHS dress code will be enforced for students attending a Saturday detention. Any special education student required to attend a Saturday study will follow the procedures outlined in his/her IEP. Students who fail to comply with these rules will not receive

credit for attending and will be assigned two days to the ALC. Transportation from the school following after school detention is the responsibility of the student and his or her parent/guardian. In cases where a parent has indicated that his/her child is unable to attend the Saturday study on the date assigned, **ONE** opportunity will be provided for the date to be changed to the next scheduled date for the program. Acceptable reasons for this change in the date of an assigned Saturday study **will be rare**.

### **ALTERNATIVE LEARNING CLASSROOM (ALC)**

During Alternative Learning Classroom (ALC), students will not be permitted to attend regular classes, school assemblies, field trips, or extracurricular activities requiring an early release. Students will remain in the ALC room in A212 for the entire day. Students must be in the ALC room from 8:10 a.m. until 3:15 p.m. Students will follow strict guidelines while placed in ALC. Students will be required to complete assignments sent by teachers. Students must complete any assigned work to a satisfactory level to earn equivalent academic credit for each day in ALC. Chromebooks are to be used for completing class assignments only. The Chromebooks of all students placed in ALC will be restricted to minimum access. Sleeping, talking, **using cell phones**, using headsets, food, and drink are prohibited in the classroom. **Students must give their phones to an administrator or teacher before entering ALC. Any student that gets caught with their phone after saying they did not have their phone on them will be sent home that day, and then that student will serve an additional out of school suspension day the following day.** Lunch will be brought to the ALC room. Food choices and extras will not be accommodated while in the ALC, unless medical explanations are on file with the school nurse. Students who participate in extracurricular activities may or may not be allowed to participate in extracurricular activities during their assigned time in ALC. The student's participation in extracurricular activities will be the decision of coach, director, sponsor, etc. provided that students are not released early from ALC.

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

During an OSS the student will not be permitted to be on the school property during the time this discipline action is in effect. This will include all after-school and extracurricular activities. The OSS will be treated the same as an unexcused absence. However, students who have been assigned an OSS will be permitted to make up the work they miss while suspended. Students must have the work completed upon return to school in order to receive credit. Students should be prepared to take any quizzes or tests that might have occurred during their absence the day they return. If this is not done, they will receive a zero grade for all of the work that is missed. Additionally, the school district may prevent a student from attending school and/or participating in school activities until an appropriate evaluation of the student is conducted by certified professionals (such as psychologists, psychiatrists, social workers, ...) to determine whether or not it is in the best interests of the student and/or school for the student to attend school and/or to participate in school activities. All out-of-school suspensions will count towards the social suspension list.

OSS that are **three days or less** will only be used if the student's continuing presence in school would pose a threat to school safety or a disruption to other students' learning opportunities as determined on a case-by-case basis by school officials. In the written suspension decision, the school will explain (1) the specific act of gross disobedience or misconduct; and (2) the rationale for the specific duration of the suspension. Students must be provided an opportunity to make up any missed work for equivalent academic credit.

OSS that are **four days or more** will only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in the school would either pose a threat to the safety of other students, staff, or members of the community or substantially disrupt, impede, or interfere with the operations of the school as determined on a case-by-case basis by school officials. School officials will make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of suspension to the greatest extent practicable. In the written suspension decision, the school will (1) explain the specific act of gross disobedience or misconduct; (2) explain the rationale for the specific duration of the suspension; and (3) document whether other behavioral and disciplinary interventions were attempted or whether the school determined that there were no other appropriate and available interventions. Students must be provided an opportunity to make up any missed work for equivalent academic credit. Students suspended for longer than 4 school days shall be provided appropriate and available support services as determined by the school.

Students who accumulate ten or more days of suspension (ALC and/or OSS) during the school year will not be allowed to attend or participate in extracurricular activities the remainder of the school year (this includes Homecoming, Prom, and athletic events).

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

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

### **FIGHTING, DRUGS, AND WEAPONS**

Fighting, possession of drugs, alcohol or weapons, or under the influence of drugs or alcohol are all considered to be serious violations of the code of conduct for Marion High School. If a student is in violation of the above offenses, he/she may be subject to immediate expulsion and arrest by local law enforcement.

## **ILLEGAL USE, DISTRIBUTION, OR POSSESSION OF MARIJUANA, DRUG PARAPHERNALIA, OR ALCOHOL**

Possession, in the company of those in possession, under the influence of drugs or alcohol, sale or use of alcohol, any unlawful drug or controlled or look-alike substance or narcotic paraphernalia or possession, in the company of those in possession or the use of any substance which is, or might be mistaken in appearance, a prescription or non-prescription medication unless the possession or use is in strict compliance with any and all guidelines of the Medical and First Aid Section of the Marion CUSD #2 Parent-Student Information Booklet.

## **TOBACCO POSSESSION OR USE ON CAMPUS**

The use or possession of tobacco is prohibited on campus and in the Marion High School is a smoke-free environment. It shall be the policy of the Board of Education to prohibit the use of tobacco in any facility under the responsibility of the Board of Education. Tobacco shall mean cigarette, cigar, pipe, or tobacco in any other form including smokeless tobacco that is loose, cut, shredded, ground, powdered, compressed, leaf or electronic smoking devices (look-alike). It is school policy to ban the use of tobacco products on school grounds during the regular school day or any time when students are being supervised through school sponsored sanctioned activities. Discipline will also be applied to extra-curricular activities as well. (Please refer to the MHS Athletic Handbook)

1st Offense- Saturday Detention

2nd Offense- 2-4 days of ALC

3rd Offense- possible OOS suspension

## **CELL PHONES and EAR BUDS**

Cell phones and other electronic devices create a substantial disruption when used during the school day. Students are to turn-off, silence, and/or store these devices prior to 8:05 a.m. each morning. Cell phones, headphones, and other electronic devices other than Chromebooks are not allowed in the classroom unless the teacher gives students permission. Cell phones and other electronic devices other than Chromebooks are not to be used during school hours unless the teacher allows the device to be used for instructional purposes only. Students may check their email/text during passing time only. Students may not make phone calls on their cell phones during school hours. In case of emergency, parents can call the office to contact their child.

1st offense- Lunch detention

2nd offense- Saturday detention

3rd offense- 2-4 days of ALC

## **INAPPROPRIATE USE OF SOCIAL MEDIA**

Students while on campus are prohibited from taking videos or pictures of activities, other students, or staff (including substitutes and student-teachers) without prior permission of people included in the video/picture. Students are not allowed to post such videos/pictures using any form of social media without prior permission of people

included in the video/picture. Students are not allowed to make derogatory comments about other students, or staff (including substitutes and student-teachers) using any form of social media.

## **DRESS CODE**

Pupils attending Marion High School are expected to dress neatly and follow good sense in their appearance. The manner in which clothes are worn affects good behavior and attitudes, which in turn affects school success. Students are expected to be clean and well-groomed. **A student's appearance should be such that it does not distract other students to the extent that they are prevented from learning.** Apparel that endangers the safety of a student will not be allowed. Students are not allowed to have in their possession and/or wear jewelry, clothing, or other accessories which identify or depict the use of alcohol or other drugs, violence, sex, sexual connotations, occult, gangs, or are of a racist nature while on school grounds. The school has the right to determine the appropriateness of a student's appearance in regard to being in compliance to the dress code and not being a distraction to the educational process. Items could include but are not limited to the following examples of unacceptable attire:

1. There shall be no inappropriate apparel, including tank tops (3" strap minimum), spaghetti strap dresses, pajamas, house shoes/slippers and/or backless tops. (If wearing a see-through blouse, undergarment must also meet this requirement.)
2. There shall be no visible cleavage and/or undergarments.
3. There shall be no holes in clothing above the knee. If an item of clothing has a hole above the knee it must be patched. If patched on the inside of the clothing, the patch must be of the same material as the clothing item.
4. Pants, skirts, and/or shorts must sit at the waist, not below.
5. Dresses, shorts, and/or skirts must be no more than 4 inches from the knee. (To be measured from the top of the knee (Even with leggings.)
6. Leggings, full length yoga pants, and capri yoga pants must be covered with dresses, skirts, shirts that are must be no more than 4 inches from the knee. (To be measured from the top of the knee) and not sheer material.
7. Appearance cannot be disruptive to the educational environment
8. No hats or headgear of any kind!!

**Important Note: Students must adhere to and be in compliance with the dress code policy on field trips, award ceremonies, exam days, early dismissal, Saturday study sessions, and/or other occasions in which they are representing Marion High School.**

## **SEARCH AND SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable

expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, each high school student, in return for the privilege of parking on school property, must consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The assistance of law enforcement officials may be requested to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search will be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

## **RANDOM DRUG TESTING OF STUDENTS**

Marion High School students who wish to take advantage of the privilege of participating in athletics, extracurricular activities, or other voluntary privileges, including obtaining school parking permits and parking on campus, may be subject to random drug testing in accordance with board policy. In order to participate in such activities, students will be required to consent to the terms of the drug testing policy and procedure, as presented in the [Marion High School Athletic Handbook](#). Continued participation in such activities will be dependent on compliance with the drug testing policy and all other applicable rules and conditions. Students who do not consent to the testing program will suffer no adverse consequences, but will be unable to participate in extracurricular activities and will lose voluntary privileges.

**Consequences for students who test positive for any prohibited and/or controlled substance are as follows:**

1. For student/athletes, refer to **Athletic and Student Activities Handbook**
2. Student drivers will have their parking permits suspended for an amount of time determined by school administration.



## **SOCIAL SUSPENSION LIST**

Students with chronic absenteeism and excessive disciplinary problems may be placed on social suspension list. The social suspension list is used to determine whether a student is eligible to attend and participate in all extracurricular events including field trips, the Homecoming dance and Prom. All absences not documented by a doctor's note, appointment site note, and/or nurse's note will count towards the social suspension list. All days spent in OSS count towards the social suspension list. Field trips and athletic events do not count towards the social suspension list. **Once a student has accumulated 9 or more days, students will be placed on the social suspension list for the remainder of the semester. The social suspension list does not carry over from semester to semester. Excused absences not cleared by a doctor's note or site note will still count towards the social suspension list. Students have 5 days from the date of absence to turn in the doctor's note to the office.**

Students placed on the social suspension list will not be allowed on campus outside of regular school hours (8:00 a.m. to 3:15 p.m.). Students on social suspension cannot attend or participate in any field trips, extracurricular events, dances, games, or athletic events while on social suspension.

Any student on the social suspension list that has accumulated 9 or 10 absences may buy back a maximum of 2 days to get off of the social suspension list. Community service and/or tutoring approved by MHS Administration are the only ways to buy back absences. A student that is in the process of buying back absences may not participate in athletics or any other extra-curricular activity until documentation of the completed hours are submitted.

## **GATHERING AREAS**

Before school starts, students may gather in the media center or cafeteria. During lunch, students are expected to remain in the cafeteria after eating lunch. After school, students riding buses after school are to gather in Wilson Gym lobby. Doorways and cross halls are not to be used as gathering places since a free flow of traffic is an important safety factor. **Students should not be in unauthorized areas during the day unless they are academically scheduled to be present. Examples of unauthorized areas might include: Locker Rooms, Auditorium, Wilson Gym, and Parking Lots.**

## **FIELD TRIPS**

Attending field trips is a privilege that is extended to MHS students at various times throughout the school year. Students that have either been suspended for a total of 10 days or more, have poor attendance and are on the social suspension list, or fail to meet required academic standards prescribed by Marion Unit #2 school board and the high school administration will not be allowed to attend. Field trips will be classified based on the academic nature of the trip and fall in one of the two following categories:

- a. Academic Field Trip – If students are attending a field trip for the purpose of representing Marion High School in a competitive academic/artistic competition, performance, etc.....students will be required to meet the same academic standards required for MHS athletic eligibility. The social suspension list and suspension days will not apply unless deemed necessary by the high school administration. See guidelines for athletic eligibility in the [MHS Athletic Handbook](#).
- b. Non Academic Field Trip - If students are attending a field trip for purposes other than academic competition, performance, etc...they must meet the aforementioned requirements in order to attend. Students attending this trip will not be allowed to attend if they are 1) failing a class or multiple classes 2) have had 10 or more suspension days 3) are on the social suspension list or have 20+ tardies.

### **CONDUCT OUTSIDE THE BUILDING**

Students are to park their cars as soon as they arrive at school. No sitting in the cars or loafing on the parking lots will be permitted at any time during the day. **Students are to stay away from the parking lot at all times including lunch.** All areas of the school where classes are in session are to be avoided during lunch periods. Tampering with vehicles or other property is a violation of the law and students are not to bother the property of others at any time. Littering is a problem with which all of us must be aware. Waste cans are placed around the campus and building to keep the grounds free of waste paper, etc. Please do your part in keeping our campus and building clean.

### **CLUBS AND ORGANIZATIONS**

Most clubs will be scheduled to meet at the club period once every other month for about a 30-minute meeting. Other clubs will meet before or after school. Students are encouraged to join activities in which they are interested, but joining is not required. Students who do not belong to any club will be able to use the period for assignments or studying. Some students will find they cannot join all the clubs they would like because some will be meeting at the same time.

Teachers will have information concerning all clubs and will help you with your questions. The membership cards will then be used by the student to attend each time the club meets and also to check attendance at meetings. A list of the clubs and activities, their meeting days, and sponsors will be posted around the school.

### **STUDENT COUNCIL**

Student Council is the link between the student body and the faculty. Each class has ten members elected to be their class representatives. These representatives are your voice to the principal and faculty regarding school affairs. The faculty hopes that the council will be active and functional in school life and the student body will cooperate and encourage sound, constructive leadership.

Various projects and activities will be sponsored during the year by the Student Council. Success they have in these activities will depend largely on student acceptance and participation. Each class elects a President, Vice-President and Secretary-Treasurer. Each class will also elect ten Student Council members. The elections for Sophomores, Juniors and Seniors will be held in the spring of each year, and those elected will serve the next school term. The Freshman class will elect the same officers and council members in September to serve the current school year. Students who wish to be a candidate must file a petition with the Student Council. To be eligible to run for a Student Council position students must meet the grade point qualification established by the council.

Student Council meetings will be held each week in a room to be announced. Class meetings will be called by the class president as needed to conduct class business. Any student in school may attend a council meeting as an observer or to appear before the council by requesting a pass.

### **NATIONAL HONOR SOCIETY**

The local chapter of the National Honor Society (NHS) was formed during the 1966-67 school year. The object of the chapter is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of our high school. Membership in local chapters is an honor bestowed upon a student. Students will provide to the faculty council a list of school and non-school activities in which the students have participated during high school. This information will be taken into consideration in the selection process. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate all four qualities.

The Marion High School Faculty Council has set the scholarship requirement as 3.50 cumulative GPA. Candidates with a 3.50 cumulative GPA may apply for acceptance into NHS. Upon application, the Faculty Council will consider the applicant's leadership, service, and character. The final selection is by a majority vote of the Faculty Council. Students then receive written invitations to become members. Within one week they are expected to reply in writing, stating their acceptance of this honor. At a fall induction ceremony members pledge to uphold the foundational ideals of NHS of scholarship, leadership, character, and service. An annual scholarship is awarded to a senior who is an outstanding representative of the organization.

### **YEARBOOK**

The MHS yearbook will cost \$55.00 if the order is placed at [smart/pay.com](http://smart/pay.com). Mrs. Lori Tonazzi is the yearbook sponsor. She is located in room C105 and can be contacted via email at [ltonazzi@marionunit2.org](mailto:ltonazzi@marionunit2.org). Yearbooks will be produced and delivered in the fall of each school year.

## **HOMECOMING AND PROM**

Homecoming and Prom are extracurricular activities and are subject to the following age, academic, and attendance requirements. No Junior High School student nor anyone above age 20 may attend Homecoming Dance or Prom. In addition, any out-of-town students must be approved by the principal or assistant principal prior to attendance. If a student is failing more than two classes on the day tickets are being sold, the student cannot purchase a ticket and will not be able to attend or participate in Homecoming or Prom. If a student is on the Social Suspension list or the 20 tardy list on the day tickets are being sold, the student cannot purchase a ticket and will not be able to attend or participate in Homecoming or Prom. Decisions on student attendance will be determined at the discretion of the high school administration.

Homecoming court attendants and queen candidates will be chosen by ballot from their respective classes. Freshmen will nominate three attendants. Sophomores will nominate four attendants. Juniors will nominate five attendants. Seniors will nominate seven queen candidates. In the event of a tie for the final position, both girls will be chosen. Senior boys will serve as escorts and will be chosen by the senior class by ballot. The number of boy escorts will be determined by the amount of girls chosen. Girls and boys may choose to remove their names from the ballot for personal reasons or to be considered for prom court.

## **ATHLETICS**

The school is a member of the Illinois High School Association and the South Seven Athletic Conference. All boys and girls who are interested are encouraged to make themselves available to the coaching staff for the sports of their interest. Competitive athletics is demanding of one's time, interest and physical effort, but the rewards are immeasurable for the future development of the individual. The Illinois High School Association requires an athlete to do the following to be eligible:

1. A student-athlete must pass 25 hours of work per week at the time of each contest and must have passed 25 hours of work the previous semester.
2. Must have an annual physical examination before the student reports for the sport in which the student participates.
3. Should be in attendance one-half day on the day of the athletic contest or on Friday if the athletic contest is on Saturday.

Students who plan to participate in the athletic programs, cheerleading, pompon and twirling can purchase accident insurance offered by a local insurance agency. Varsity football players can also purchase additional insurance to cover them in that sport. School insurance is not required for participation. However, a student participating in any of the above activities who does not purchase the school insurance coverage must either give evidence of having other insurance coverage or have a parent or guardian sign a form releasing Community Unit School District No. 2 from any financial responsibility for any medical expenses incurred as a result of participation.

All participants in high school athletics must adhere to the Eligibility Rules established by the Illinois High School Association of which Marion High School is a member. Copies of these rules will be distributed to all student athletes through the principal's office and are included as the last four (4) pages of this High School Addendum. Responsibility for observing these rules rests with the student athlete.

### **ATHLETE TRANSPORTATION**

Transportation for all athletes will be provided to all athletic fields, which are located away from school property. Parent and student are required to sign a statement if they desire to be responsible for the transportation of the athlete from the school to the athletic field. Transportation from the athletic field to home is the responsibility of the parent and athlete.

### **ATHLETIC SEASON TICKET**

Students may buy a Fall Season Ticket for \$5.00 that will be good for admission to all men's and women's Fall sports events (football, volleyball) held at Marion High School. Winter season tickets will be available at the beginning of the basketball season good for all winter sports events (men's and women's basketball, wrestling) at a cost of \$5.00. Each Season Ticket provides a substantial savings in comparison to tickets purchased at the door. Students are encouraged to support the athletic teams by attending these sports events.

## **Summer School**

Marion High School offers summer school for students wanting to get ahead or to recover credits. The cost of each class is \$50 and must be paid at the time of registration. We will be offering morning and afternoon classes Monday-Friday. Attendance is crucial during the summer school sessions. Students are allowed one excused absence. Each absence thereafter will cause the student to drop one letter grade. Once a student has reached 4 total absences they will automatically fail the course. Tardies can also cause the student's grade to lower as well.