

# MARION HIGH SCHOOL



## PARENT-STUDENT INFORMATION BOOKLET **2022-2023**

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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 adjust to the many phases of high school life. The Parent-Student Information Booklet contains calendars, schedules, student services, policies and procedures, and other important information about 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 Marion CUSD #2 Board of Education decisions. Changes may have to be made throughout the year to secure a safe and orderly school environment in which all students have the opportunity to learn. Therefore, the building principal may establish specific rules and regulations 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 spirit is 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 their school year will be more enjoyable and rewarding.

1. **Scholarship:** Students should remember that the primary purpose of school is to learn. All students should do their best in all subjects and use their abilities to the fullest and exhibit good scholarship by honesty in completing their assigned work.
  
2. **Student Conduct and Personal Appearance:** Students are expected to conduct themselves as responsible young adults, promoting 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 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 students to make necessary changes in their appearance. An overview of accepted dress and grooming policy is outlined below and expanded within **Dress Code** (page 31):
  - a. Appearances must not extensively distract other students 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 with the exception of religious head coverings.
  
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 activities helps form a well-rounded student and gives leadership opportunities.

## 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. Traditionally the student's day starts at 8:10 a.m. and ends at 3:15 p.m., followed by a teacher preparation period 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., including the HEC and all other auxiliary facilities** unless involved in a supervised school-sponsored extracurricular activity by a coach or club sponsor.

<b>BELL SCHEDULE</b>					
<b>Period</b>	<b>Regular</b>	<b>Pep Session/ Assembly</b>	<b>Club Meeting</b>	<b>11:30 Dismissal</b>	<b>1:30 Dismissal</b>
<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 MEETING</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/ 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 inside a sealed envelope with the first and last name of the student on the outside. 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 and can be submitted at any time.

2022-2023 FOOD PRICES					
Payment Type	Breakfast	Lunch	Payment Type	Breakfast	Lunch
<b>Reduced</b>	\$0.30	\$0.40	<b>Paid</b>	\$2.00	\$3.25

A complete Type A lunch is served each day. Extra meat, vegetables, or dessert, or a-la-carte may be purchased for the price listed on the cafeteria menu board. Students who bring their lunch may buy 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 to purchase breakfast or individual breakfast food items. Students are assigned one of two lunch periods based on their class schedules and must remain on campus (**Closed Campus**).

Students are expected to walk to the cafeteria and wait for their turn in the line. All breakfasts and lunches must be eaten in the cafeteria. Restrooms are available in this area. 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 must remain in the cafeteria until the end of lunch and may not leave the school campus without administrative permission.

## CLOSED CAMPUS

Marion High School has a closed campus policy, which 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 the appropriate arrangements. 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 (regardless of the student's age). Parents may sign their students out for appointments only. **Students may not be signed out to eat lunch, and no food is to be brought back or delivered 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.

## INSTRUCTIONAL FEES AND TEXTBOOKS

Student fees are established by the Board of Education and are the students' responsibility and parents to fulfill. The instructional fee provides textbooks, workbooks, art supplies, and other students' supplies during the year. The fee for the 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 they are issued. If a book is lost, destroyed, or stolen, the student will be charged the book's replacement cost. Suppose a student has outstanding debts (library fines, lost books) due to the school. In that case, it is the responsibility of the parent/guardian to ensure the deficit is paid before the last day of student attendance.

## GRADING SYSTEM

Students should check their grade reports carefully and report any errors to the teacher within InformationNow. Letter grades are earned by students 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, with two quarters constituting 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% (Quarter 1) + 40% (Quarter 2) + 20% (Semester Exam) = 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). 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.



## SEMESTER EXAM REQUIREMENTS

Every course shall conclude with a final examination to assess mastery of the course objectives. 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. Seniors and Advanced Placement (AP) courses will follow an alternative final exam schedule to help prepare for graduation and AP tests during the spring semester. Teachers must administer final exams during the scheduled times set forth by the administration. Final examinations may not be taken before or after the scheduled time except for illness, principal-approved arrangements, 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 unless they are a senior who qualifies under the SAT Semester Exam Incentive Waiver.
2. A Student will be exempt from taking Second Semester Exams if they:
  - a. Has four or fewer absences and four or fewer tardies for a year-long class
  - b. Has two or fewer absences and two 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 two days of ALC per semester.
  - g. Days missed due to school-related events will **not** be counted as absences.
  - h. Medical/Appointment absences with a note submitted will **not** be counted if proper documentation is filed in the office within five days of the absence.
  - i. Illnesses, court dates, emergencies, and other absences, will be counted.
  - j. Funeral days will not count against the total number of absences towards exams.
  - k. Exempt students who still choose to take the exam, the grade will only improve 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.
  - 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 to 9:01	1st: 8:10 to 9:10	4A or 4B: 8:10 to 9:10
2nd: 9:06 to 9:56	2nd: 9:20 to 10:20	5th: 9:20 to 10:20
3rd: 10:01 to 10:51	3rd: 10:30 to 11:30	6th: 10:30 to 11:30
1st Lunch: 10:56 to 11:36 4A Class: 10:56 to 11:46		
2nd Lunch: 11:51 to 12:31 4B Class: 11:41 to 12:31		
5th: 12:36 to 1:21		
6th: 1:26 to 2:10		
7th: 2:15 to 3:15		

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

All students are required to take the state-mandated tests prior to graduation. Students must take the SAT or qualify for an exemption; during the spring, all juniors will take the SAT, and sophomores and freshmen will take the PSAT. The student scores on the tests will be used to earn privileges and incentives during the next school year.

#### **Junior incentives applied to senior year and students will receive a 1st Semester Final Exam Exemption:**

1. All students within the class have a combined mean score of 912 or higher.
2. The individual student meets in Math with a score of 530 or an ERW score of 480.

### 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 and class rank. All students should realize that reporting to class on time, participation in class discussion, preparing daily assignments, and regular attendance lead to more learning and better grades. Students who fail (F) a class or have two Ds on their report cards are not eligible to be on the Honor Roll.

***The Honor Roll will be posted 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

### 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 weeks after the beginning of the semester. Such notice may be in the form of a course outline, syllabus, or information sheet, signed by the students, parent, or guardian, and returned to the teachers to be kept on file for 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 conditions by the teacher not later than two weeks before the semester examination. The student then has two weeks to remove the deficiency 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 grading period.
2. Failure to turn in required written assignments, complete oral reports, or laboratory work.
3. Excused absence on the day a test is given and failure to make up the work upon return.
4. Excused absence from school and failure to make up work upon return.
5. Failure to return books or materials as requested by the staff.
6. Failure to secure necessary textbooks, workbooks, and materials.

## GRADUATION REQUIREMENTS

Seniors graduating must have successfully completed a minimum of 27 credits, all within the state-mandated course credit framework. Students not fully completed with all requirements before graduation will not be permitted to walk at graduation. *\*See page 13 for exemptions.*

<b>REQUIRED COURSES</b>		
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 complete one year chosen from music, art, foreign language, or vocational education.*

## **COURSE EXEMPTIONS**

In reference to the required courses found on page 12 students may be waved from noted course enrollments as indicated with the asterisk (\*).

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

\*\*Consumer Economics may be waived by 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 higher learning institutes in which failure to take the course would result in being denied student admission.
4. Grade 11-12 students enrolled in academic classes required for graduation.
5. Grade 9-12 students enrolled in an ongoing marching band program for credit.
6. Grade 9-12 students enrolled in the 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.

## **EARNING ADDITIONAL CREDITS**

The intent of allowing students to earn additional graduation credits is to make up credits that have failed or enable a student to earn additional credits for early graduation. Students may earn additional credits through John A. Logan College coursework, site-approved community service, or the American School for a maximum of two earned credits 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 graduate credit must have the approval of the guidance counselor and principal before enrollment. Earning any additional credits beyond this policy must first receive permission from the principal.

## **EARLY GRADUATION/CREDIT COMPLETION**

Students may graduate after completing seven semesters of school attendance and when they have met all graduation requirements. Students must apply for early graduation through their guidance counselor, writing at least one semester before graduation to 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 meeting the guidelines available in the guidance department. A student must submit a written request to the principal in advance of the planned work, 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.

## **TESTING PROGRAM**

As a result of state and federal accountability programs to assess student's academic abilities and provide students with post-secondary education and credit opportunities, MHS administers various standardized exams. **MHS administers the following standardized testing programs:**

1. *PSAT 8/9* - This test is given to all freshmen 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 are 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 as federal accountability measures their junior year.
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.

## **DRIVER EDUCATION**

For a student to be eligible for enrollment in Driver Education, they must have received a passing grade in at least eight courses during the previous two semesters. Any request to waive this requirement is to be made to the principal. Suppose a student fails the semester that they are enrolled to take driver education. In that case, they 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.

### 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 Biliteracy. Qualifying students would receive a stamp or seal on their diploma, as well as the wording on their transcript indicating that they have earned this recognition. Students may also earn the State Commendation toward Biliteracy if they fail to meet the State Seal of Biliteracy requirements but can demonstrate significant progress toward achieving a high level of proficiency in Spanish in addition to English. To qualify for the State Seal of Biliteracy, students must demonstrate an “intermediate high or advanced low” level of proficiency in all four domains of language use as defined by the American Council of Teachers of Foreign Languages. Students performing in the intermediate range in all four domains of language use qualify for the State Commendation towards Biliteracy. 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 test cost 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 Biliteracy is I-5 or A-1 on form B. The qualifying score on the AAPPL for the State Commendation toward Biliteracy 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 [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 they:

- Resided within an area currently within the District at the time they left high school.
- Left high school before graduating to serve in the U. S. Armed Forces.
- Has not received a high school diploma or GED (high school equivalency).

### GUIDANCE DEPARTMENT

The Guidance Department offices, adjacent to B-Hall on the first floor, is a staff of counselors available to help students planning, class choices, registration, vocational and educational information, and 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- Sophomore-Senior <i>A-F</i>	Bart Sinks- Sophomore-Senior <i>O-Z</i>
Brittany Willis- Sophomore-Senior <i>G-N</i>	Michele Tate- All Freshmen

## **SCHEDULE CHANGES**

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

## **COLLEGE VISIT POLICY**

To encourage students to continue to post-secondary education, colleges 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. Students may attend only if:

1. Students must get a pass from guidance at least one 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 the 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 the admissibility standards of the visiting school.

Additionally, junior and senior students may visit colleges and universities. Students are allotted a total of three college visits over their junior and senior years. The guidance department must approve the visit 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, and computers. Students should make the best use of these resources vital in their studies for writing and research projects. Students must request a hall pass from the classroom teacher 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 8:00 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, gym, or specified area 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 office 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 to the district official responsible for the record, clearly identify the part of the record they want to be 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 for 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.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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 or 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 the parent/guardian by 8:05 a.m. on the day he/she returns to school. The student will be given an unexcused absence until the school has received a written excuse. 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 three days (per Illinois Truancy Law), the absence will be counted towards the social suspension list and semester exam exemptions. Once a student has accumulated nine absences without documentation from a doctor, the school nurse, or the official appointment site, the student will be placed on the 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 for five 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 the office

\*Deer Season: 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's absence.

## TYPES OF ABSENCES

\*\*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. car trouble
3. Needed at home
4. truancy
5. oversleeping

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

## PERFECT ATTENDANCE AWARD

This award will be presented at the Student Council Awards Day Program in May. The term "Perfect Attendance" means not 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 as well as funeral days that cause a student to be absent or tardy count against the Perfect Attendance Award.**

## TARDINESS

Being on time is a basic element of success. Students are expected to be on time for school. After the tardy bell for the first hour, students must enter through the vestibule in the main office. 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.

- After a student has accumulated a total of 4 tardies per class for the semester, they will be assigned lunch detention.
- After a student has accumulated ten tardies for the semester, they will be assigned a day of Alternative Learning Center (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.

### **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. If the child is not in regular attendance, action should be taken against the parents or guardians.

### **BACKPACKS/BAGS/PURSES**

Due to school safety concerns, **backpacks must be clear or mesh** and must be placed in the assigned student locker upon arrival and remain there during the instructional day. **All backpacks are subject to search by the administration.** NO BAGS/PURSES of any kind will be allowed in the building during the instructional day.

### **BUILDING ENTRANCE**

Students can enter the building on the west end of the building or the main entrance by the office before 8:10 a.m. but may not enter before 7:30 a.m. After 8:10, they must enter through the main office door and press the button in the vestibule.

### **HALL PASSES AND TRAFFIC FLOW**

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 members. Students cannot be allowed to move from one area to another without a pass from a faculty member. No passes will be issued within the first 10 minutes of each class period. "Drop and go" will not be allowed. Teachers will not issue passes 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, the principal's office or guidance office must be granted permission. The 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 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. School officials will make periodic locker checks. 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 the theft of personal items at school. **Each student must use their assigned locker with only one student per locker.**

## VISITORS

All school visitors must report to and sign in the main office before going to other building areas 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 in advance by the administration.

## WITHDRAWAL FROM SCHOOL

To withdraw from school for any reason, the student must follow this procedure:

1. The student's parent/guardian must come into the main office and sign a withdrawal slip.
2. Contact each teacher to return books, 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 to receive transcripts.

Re-enrollment shall be denied to the individual who has dropped out of school and could not earn sufficient credits during the normal school year(s) to graduate before their 21st birthday. Individuals denied re-enrollment receive counseling and are directed to alternative educational programs, including adult education programs leading to graduation or receiving a GED diploma.

## TRANSPORTATION AND PARKING

Buses will drop off the west side of the school and pick up in between the school and the football/soccer field. Special Education buses will drop off in the south lot, and pick up on the north side of the Wilson Gym lobby. Walkers must use the sidewalks along Wildcat Drive and Carbon Street. A bicycle rack is located under the stairwell at the end of A and C halls for students. Parents dropping off and picking up their students 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 speed limit is ten mph.** Motor vehicle traffic around the high school is of vital concern and through a cooperative effort of students, parents, and the school we must promote safety. Driving to school is a privilege, not a right, given by parents and the school. Student drivers must register the vehicle in the office and obtain a parking decal for \$15.00. Students who drive to school and refuse to register their vehicle or meet requirements are subject to towing and additional disciplinary consequences.

All students must park in the large East lot, except for the first row closest to the high school. Students with come and go passes will park in the West lot. Student parking is not allowed on surrounding roadways, lawn areas, access roads between the HEC and main building, along the Auto Shop south wall, south parking lot outside the administrative offices, or the East or West parking lot in the first row. Parking in an unauthorized location may result in Saturday detention,

loss of driving privilege, possible suspension from school, or having the vehicle towed at one's expense. All vehicles must be locked when parked.

## **STUDENT BEHAVIOR POLICY** **CONSEQUENCES**

The administration enforces the concept of progressive discipline. **To the extent circumstances warrant it**, the administration will impose discipline in a progressive manner. Parents will be notified of any consequences via mail, email and/or phone.

1. Lunch Detention (LD)

Any student receiving 5 LD's in one quarter will automatically progress to Alternative Learning Classroom (ALC)

2. Alternative Learning Classroom (ALC) (refer to District Parent-Student Handbook for details)

3. Out-of-School Suspension (OSS) (refer to District Parent-Student Handbook for details)

4. Expulsion (refer to District Parent-Student Handbook for details)

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

## **RULES AND REGULATIONS**

An orderly environment is imperative to a positive learning atmosphere. 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. Any student misbehavior or action at or away from school that directly and immediately affects school discipline or on students and staff's general safety and welfare will be subject to disciplinary action. Student violations shall be classified into minor and major violations, with corrective action determined by the seriousness of the offense.

## **BEHAVIOR**

If student behavior violates the established rules and regulations, the administration will use several disciplinary interventions and consequences. Exclusionary discipline, such as out-of-school suspensions (OSS) and expulsions, is the most serious. The goal is to limit the OSS number and duration utilized 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 final say on each discipline situation.**

**POTENTIAL DISCIPLINARY ACTIONS**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Verbal reprimand / Conference</li> <li>2. Notifying parent(s) / Guardian(s)</li> <li>3. Withholding of privileges</li> <li>4. Temporary classroom removal</li> <li>5. Lunch study</li> <li>6. After school study</li> <li>7. Saturday study</li> <li>8. Alternative Learning Classroom</li> <li>9. Community service</li> <li>10. Out-of-School Suspension</li> </ol> | <ol style="list-style-type: none"> <li>11. Suspension of bus riding privileges</li> <li>12. Return of property or restitution for lost, stolen, or damaged property</li> <li>13. Seizure of contraband; confiscation, and temporary retention of personal property used to violate expectations</li> <li>14. Expulsion</li> <li>15. Transfer to an alternative program</li> <li>16. Notifying juvenile authorities/ law enforcement</li> </ol> |
|---|--|

**POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

PBIS is a proactive, systematic approach to preventing and responding to inappropriate student behavior within the classroom and the school to develop and maintain a safe learning environment. Students who exemplify the Wild Cat Traits of respectful, responsible, and engaged can earn academic and social rewards. MHS holds PBIS recognition days 2-4 times a school year for students without a referral. Regardless of the disciplinary action, students with a referral may not participate in the incentive program and will remain with a certified teacher during the incentive during the quarter or semester event.

**PBIS DISCIPLINE MATRIX**

<b>Examples of Misconduct</b>	
<b>MINOR</b> <i>(Teacher Managed)</i>	<b>MAJOR</b> <i>(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> </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> </ul>



<ul style="list-style-type: none"> <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>● 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>● Inappropriate display of affection</li> <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 and/or reported to the police department.</i></p>	

**ALTERNATIVE LEARNING CLASSROOM**

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. 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 the coach, director, or sponsor provided that students are not released early from ALC.

## OUT-OF-SCHOOL SUSPENSION

During an Out of School Suspension (OSS), a student will not be permitted on school property when this disciplinary action is in effect, including all after-school and extracurricular activities. The OSS will be treated the same as an unexcused absence. However, students 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 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. 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 school's operations as determined on a case-by-case basis by the 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:

Explain the specific act of gross disobedience or misconduct.

1. Explain the rationale for the specific duration of the suspension.
2. Document whether other behavioral and disciplinary interventions were attempted or whether the school determined 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 four 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 OSS) during the school year will not be allowed to attend or participate in extracurricular activities for the remainder of the school year (this includes Homecoming, Prom, and athletic events).

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

The assistant principal, social worker, 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, they may be subject to progressive discipline and/or law enforcement involvement.

### **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 guidelines of the Medical and First Aid Section of the [Marion CUSD #2 Parent-Student Information Booklet](#). If a student violates the above offenses, they may be subject to progressive discipline and law enforcement involvement.

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

The use or possession of tobacco is prohibited on the Marion High School campus. The campus 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 please refer to the [Athletic & Student Activities Handbook](#)

- 1st Offense - 1 day of ALC
- 2nd Offense- 2-4 days of ALC
- 3rd Offense- possible OOS Suspension

## 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 that 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 receiving test questions or answers from an earlier class member
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 that are not permitted during a test.
6. Plagiarizing (the uncredited use of somebody else's words or ideas)
7. Copying or someone other than the student prepares 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 write 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 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.
- Suppose a student is involved in academic dishonesty, cheating, or plagiarism on a **final exam**. In that case, the student will receive a zero on the final exam and will not be afforded any opportunities to reduce the penalty.

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

Students are to turn off and store cell phones in their hallway locker prior to 8:10 a.m. These would include any electronic device that incorporates voice communication, accesses the internet, or functions as a cellular phone or camera. Smart watches may be worn, but students are not to engage them during the instructional day. Students who take pictures or videos of school events or personnel are subject to disciplinary consequences and possible police action. Throughout the school day, if a parent needs to contact their child for any reason they may call the main office. **Cell phones are not allowed in the classroom, hallway, or during lunch. Violation of the cell phone/electronic device policy is subject to progressive disciplinary consequences as determined by administration.**

### **EARBUDS, AIR PODS, HEADPHONES**

These devices will NOT be permitted in the hallway at any time. The student will be permitted to use these devices in the classroom upon teacher discretion ONLY while connected to a Chromebook.

### **INAPPROPRIATE USE OF SOCIAL MEDIA**

While on campus students 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. Law enforcement may be contacted as needed.

### **DRESS CODE**

Pupils attending Marion High School or any extracurricular activities 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 affect school success.

#### **1. Appearance cannot be disruptive to the educational environment.**

**Students must adhere to and be in compliance with the dress code policy on field trips, award ceremonies, dances, half days or early dismissal days and all other events in which they are representing Marion High School.**

**The school has the right to determine the appropriateness of a student's clothing in regard to being in compliance with the dress code and not being disruptive to the education process.**

## **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" include 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) 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 the school administration.

### **SOCIAL SUSPENSION LIST**

Students with chronic absenteeism and excessive disciplinary problems may be placed on the 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, nurse's note, and/or parent call-in 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 UNEXCUSED 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. Students have 3 days (per Illinois Truancy Law) 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 is submitted.

### **PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM**

Students are required to be respectful during the Pledge of Allegiance and National Anthem while at school. Students are not required to say the pledge or place their hands over their hearts.

Students causing a disruption or distraction during the Pledge or Anthem will be subject to disciplinary consequences.

### **ARRIVAL TO SCHOOL**

Before school starts, students may be on the first floor of the building. No students should be upstairs before the 8:05 a.m. bell. During lunch, students are expected to remain in the cafeteria after eating lunch. After school, students riding buses are to wait in the 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.

### **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 into 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. 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. Guidelines for athletic eligibility in the [Athletic & Student Activities Handbook](#)
- b. **Non-Academic Field Trip** - If students are attending a field trip for purposes other than academic competition, performance, students will not be allowed to attend if:
  - a. failing a class or multiple classes
  - b. have had 10 or more suspension days
  - c. 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. Sitting in the vehicles in the parking lots will be NOT permitted at ANY time during the day. **Students are to stay away from the parking lot at all times, including lunch.** Tampering with vehicles or other property is a violation of the law, and students are not to invade the property of others at any time. Please do your part in keeping our campus and building clean by not littering. Waste cans are placed around the campus and building to keep the grounds free of waste paper.



## **CLUBS AND ORGANIZATIONS**

Most clubs will be scheduled to meet at the club period once every other month, and some clubs will meet before or after school. Students are encouraged to join activities in which they are interested. 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 assist with questions and membership cards. The student will then use the membership cards to attend each time the club meets and check attendance at meetings. A list of the clubs and activities, their meeting days, and sponsors are posted.

## **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 a 3.6 cumulative GPA. Candidates with a 3.6 cumulative GPA may apply for acceptance into the 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.

## **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. The success they have in these activities will depend mainly 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 appear before the council by requesting a pass.

### **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 lists 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 number 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.

## **YEARBOOK**

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

## **SUMMER SCHOOL**

Marion High School offers summer school for students wanting to get ahead or to recover credits. Class offerings are based upon sufficient enrollment. Monday-Friday attendance is crucial during the summer school sessions. Students are allowed one excused absence. ATTENDANCE IS REQUIRED: ONLY 2 absences are allowed. Any additional absences, a student will be dropped from the class. Breakfast and lunch will be available.

## **ATHLETICS**

The school is a member of the Illinois High School Association and the South Seven Athletic Conference. All students 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 eligible athlete:

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 do 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. Parents and students 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 and good for all winter sports events (men's and women's basketball, wrestling) at a cost of \$5.00. Each Season Ticket provides substantial savings in comparison to tickets purchased at the door. Students are encouraged to support the athletic teams by attending these sports events.

### **Suicide Prevention Contact Information**

National Suicide Prevention Hotline:

1-800-273-TALK (8255)

<https://suicidepreventionlifeline.org/>

Crisis TextLine:

Text HELLO to 741741

<https://www.crisistextline.org/>

Safe2Help Illinois Helpline:

Call 844-4-SAFEIL

Text SAFE2 (72332)

<https://www.safe2helpil.com/make-a-difference/>

Centerstone Crisis Hotline:

1-855-608-3560, press 4

# MHS

## Office Discipline Referral

1700 Wildcat Drive \* Marion, IL 62959  
(618) 993-8196

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Referring Staff: \_\_\_\_\_

Grade: 9 10 11 12 Time: \_\_\_\_\_

Hour: 1 2 3 4 5 6 7 PM

Classroom	Restroom
Hallway	Cafeteria
Library	Gym / HEC
Parking Lot	Bus / Bus Zone
Locker Room	Other

<i>Infraction</i>		<i>Administrative Decision</i>	
<i>Respectful</i>	Vandalism	Contact Parent	
Non-Compliance / Defiance	Theft		
Dress Code / Appearance	Late / Incomplete Work	Met with Administrator	
Disrespect	Tardy	Lunch Det.	
Obscenity / Profanity	<i>Safe</i>	Bus Suspension	# Days
<i>Responsible</i>	Physical Aggression	ALC	# of Days
Cheating / Plagiarism	Inappropriate Items	OSS	# of Days
Cell Phone / Disruptive Devices	Threat / Harassment	<i>Counselor Referral</i>	
Skipped Lunch Detention	Other		
<i>Action Taken By Teacher / Supervisor Prior to Referral:</i>			
Held Conference with Student	Changed Student's Seat	Classroom Consequence	
Loss of Privilege / Detention	Communicated w Parent	Sent Previous Report Home	

Description of Incident: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_