

# Morton 709 Handbook

K-12 Student Handbook  
2016-2017

# MORTON 709 Handbook

## KEY CONTACT INFORMATION

District Office--284-8021 1050 S. Fourth Ave

Grundy--263-1421 1000 S. Fourth Ave

Jefferson--263-2650 220 E. Jefferson St.

Lettie Brown--266-5309 2550 N. Morton Ave

Lincoln--266-6989 100 S. Nebraska Ave

MHS--266-7182 350 N. Illinois Ave

MJHS--266-6522 225 E. Jackson

## Section 1

# Table of Contents

### **MORTON K-12 STUDENT HANDBOOK 2016-2017**

#### ACADEMICS

- Philosophy of Education
- Alternative Resource Center (ARC)
- Grading Scale
- Honors Classes
- Honor Roll
- Library
- Preschool Screening
- Reporting of Progress: Grade & Progress Reports
- RTI (Response to Intervention)
- Section 504
- Semester Exams
- Special Education

#### ATTENDANCE

- Philosophy of Attendance
- Absences-Excused
- Absences-Limited Excused
- Absences-Unexcused

- Administrative Attendance Procedure
- After School/Evening Events
- Field Trips and Other School Related Absences
- Reporting Absences
- Tardies
- Truancy

### CODE OF CONDUCT

- Philosophy
- Implementation
- Conduct on Bus
- Conduct in Cafeteria
- Conduct in Extracurricular Activities
- Conduct in Physical Education
- Conduct at Recess
- Gross Misconduct
  - Arson
  - Accumulation of Minor Offenses
  - Assault
  - Battery
  - Bullying
  - Cheating
  - Computer “hacking”

- Dangerous substances (drugs & alcohol)
- Disrupting the classroom and/or school functions
- Explosives or incendiaries
- Failure to serve Saturday morning detention (MHS/MJHS)
- Forgery
- Gang activity
- Gross Misconduct
- Hazing
- Horseplay
- Lying/deceit
- Plagiarism
- Possession of any unauthorized electronic device
- Refusal to comply with requests or directions of teachers, student teachers, substitute teachers or school personnel (includes personal searches)
- Sexting
- Sexual harassment
- Smoking
- Threat, intimidation, personal, and/or property damage toward any staff or student on or off school grounds
- Unauthorized audio/video recording/picture taking
- Unauthorized presence on school property
- Unexcused absence from school
- Using a cellular phone in the school during the school day (8:00-3:00)

- Using a cellular phone in a locker/restroom at any time
  - Using an unauthorized door and/or propping doors
  - Vandalism/Theft
  - Verbal or written disrespect or obscene gestures toward any school employee on or off school grounds
  - Violations of the Internet/Computer use policy
  - Weapons
- Consequences for Gross Misconduct
  - Academic Misconduct
  - Extenuating Circumstances
  - Police Notification
  - Random Drug Testing
  - Student Searches
  - Truancy
  - Vehicle Parking

#### CONSEQUENCES FOR MISCONDUCT

- A.M. Detention
- In-School Detention
- Saturday Morning Detention
- Cooperative Alternative Placement (C.A.P.)
- Suspension
- Due Process

- Yellow Status
- Red Status
- Classroom Exclusion
- Expulsion

## ATHLETICS

- General Information
- Illinois Elementary School Association (IESA)
- Illinois High School Association (IHSA)
- Activity Code of Conduct
- General Participation Guidelines
- Purpose
- Covered Activities
- Scholastic Eligibility
- Coaches and Sponsors Rules and Guidelines
- Activity Code Requirements
- Student Leader Code of Conduct
- Procedures
- Determination of Violations
- Consequences
- Probation
- Petition for Reinstatement
- Due Process

## ELECTRONICS/TECHNOLOGY

- Cell Phones
- Electronic Devices
- iPads
- Internet/Computer Use

## GENERAL INFORMATION

- Asbestos Management Plan
- Before/After School Procedures
- Bicycles/Roller Blades/Skateboards
- Dances
- Deliveries
- Directory Information
- Dress Code
- Driving to School Activities
- Emancipated Student
- Emergency/Health Information
- Emergency Procedure Drills
- Erin's Law
- Fees
- Hearing Screening
- Identification Cards
- Immunizations/Examinations



- Integrated Pest Management System
- Lockers
- Lost and Found
- Lunch
- Main Office
- Medications
- Mission Statement
- Non-Discrimination Policy
- Off School Grounds
- Physical Education Exemptions
- Physical Restraint
- Posters/Advertising
- Protection of Pupil Rights
- Random Drug Testing
- School Hours
- School Safety
- School Supplies
- School Visitation
- Sick/Injured Students
- Special Education
- Student Publications
- Student Records

- Student Rights and Responsibilities
- Student Searches
- Study Hall
- Telephone in Office
- Vehicle Parking
- Vision Screening
- Visitors
- Work Permits

## ACADEMICS

### *Philosophy of Education*

*The Board of Education of Morton Unit School District 709 has adopted the following basic philosophic statement as a guide for the staff in working effectively toward desirable school objectives. The purpose of public school education is to aid individuals in developing desirable moral, ethical, spiritual, and cultural values as well as academic competency in preparation for constructive participation in the social, economic, and political structure of our society. It is understood that not all students learn all things equally well, but that all students should be given an equal opportunity to learn, regardless of race, color, or creed. The Board of Education shall require a balanced program to provide quality education suitable to the interest and abilities of the students in the schools. In that all students are individuals, instruction should be individualized as much as possible within the limits of available staff, facilities, equipment, and material. The Board subscribes to the theory that the center of the school curriculum is the student and that the instructional program should be so constructed as to fit the developmental pattern of children and youth; further, that the schools have the obligation to inculcate in each child a sense of responsibility, respect for the rights of others, and a desire to be of service. And finally, the Board accepts the conclusion that the education of children requires close cooperation between the school and the home.*

### **ALTERNATIVE RESOURCE CENTER (ARC)**

The Alternative Resource Center is staffed by a behavioral specialist specially trained to work with students who do not function successfully, for whatever reason, in the regular academic setting. The facilitation team will work as the decision-making group for ARC, meeting weekly to discuss referrals, individual student progress, etc. It is the goal of the team to determine the best intervention strategy for working with students experiencing difficulty.

### **GRADING SCALE**

A+ 100-99

A	98-95
A-	94-93
B+	92-91
B	90-87
B-	86-85
C+	84-83
C	82-79
C-	78-77
D+	76-75
D	74-72
D-	71-70
F	69-below

## **HONORS/ACCELERATED CLASSES/AP CLASSES (MHS and MJHS)**

Accelerated classes are available at the Junior High in the subject areas of mathematics (7<sup>th</sup> Grade – “Accelerated Math” and 8<sup>th</sup> Grade – “Algebra”) and language arts (7<sup>th</sup> and 8<sup>th</sup> grade – “Accelerated Language Arts”). Criteria for placement is evaluated each year and is subject to change. Some factors that weigh into placement decisions are: past classroom success, teacher recommendations, and standardized test scores. Students are expected to maintain a “B” average in the honors class; students falling below a “B” average may be removed from the class. School administrators have the final decision regarding placement in honors/accelerated classes. Removal from accelerated/honors classes is also at the discretion of school administrators.

Information regarding classes offered at MHS may be found in the “Course Description Guide” located on the Student Services/Counseling Department website found at <http://mhs.morton709.org>. Classes with “Advanced Placement” opportunities will be denoted within the description guide.

## **HONOR ROLL (MHS and MJHS)**

All subjects will be calculated in GPA (grade point average) for Honor Roll. A 3.5 or higher GPA for a quarter will place a student on the Honor Roll.

## **LIBRARY**

**MHS:** Books may be checked out by students using their proper ID card. Reference books and periodicals may be checked out for overnight use only. Fines for overdue books, destroyed books, or materials will be the responsibility of the person whose ID card was used. That person will be charged for the materials lost or destroyed. Conduct in the library follows the same guidelines for any other supervised study area in the school. The librarians and assigned faculty/staff will be responsible for monitoring the library. Students using the library must realize the library is a place for research work, reading, and studying. Conduct in the library such as talking, creating any disturbance, etc., will not be tolerated. Students using the library must have a pass if they are away from an area where they are regularly assigned. The exceptions would be before 8 a.m., after 3:00 p.m., and during the study center periods. Students using the library during 5th hour will be with their teacher and will eat the same lunch as the rest of the class. Follow the MHS Library @MHS709Library on Twitter and find them on Edmodo too.

**MJHS:** The LMC is a place for research, reading, and studying. Conduct such as excessive talking, creating any disturbance, etc., will not be tolerated.

1. Books may be checked out for 3 weeks – an ID card is required when checking out books
2. Charge of five cents for each school day that a book is overdue
3. Borrower is responsible for all books checked out in his/her name
4. Open from 7:30am–3:15pm and during study hall unless closed
5. Discipline referral may be given for failure to return books and pay fines

**ELEMENTARY:** Each class has a scheduled library time each week. Students will not be able to check out new books if they have not returned the books that they checked out previously. Students will be charged for books that are not returned at the end of the school year.

## **PRESCHOOL SCREENING**

Morton District 709 conducts screening for children between the ages of three and five for purposes of identifying any children who might require special education services, including speech-language therapy. Please contact the Special Education Office at (309) 263-0522 for additional information and for specific screening dates. Screening typically occurs twice per school year.

## **REPORTING OF GRADES: PROGRESS REPORTS & REPORT CARDS**

Report cards are distributed quarterly. A progress report is a midpoint check of student progress. Parents are encouraged to make personal contact with the teacher to discuss the student's progress at any point throughout the quarter. Parents and students may monitor grades on an ongoing basis through the district data management system, PowerSchool. A PowerSchool app is available as well. Please contact your school office if you need assistance accessing your student's PowerSchool account.

## **RESPONSE TO INTERVENTION (RTI)**

Due to current federal and state laws, schools are required to help all students by addressing academic and behavioral concerns within the general education classroom. Schools are required to provide high quality, scientifically research-based instruction and interventions while monitoring student progress. Parents are encouraged to partner with the school team and support the interventions within the home.

## **SECTION 504**

Definition of Qualified Handicapped Individual Under Section 504: Section 504 protects handicapped persons from discrimination based on their handicapped status.

A person is handicapped within the meaning of Section 504 if he or she:

1. Has a mental or physical impairment that substantially limits one or more of such person's major life activities,
2. Has a record of such impairment, or
3. Is regarded as having such an impairment.

Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

A qualified handicapped person for public school services is a handicapped person:

1. of an age during which non-handicapped persons are provided such educational services.
1. of an age by which it is mandatory under law to provide such services to handicapped persons (3-21 years of age).

1. who qualified as having a mental or physical impairment which substantially limits one or more majority life activities  
(34 CFR Sec.104.3(j)(2)(i-ii).

Responsibility for Service: It is the responsibility of the district to provide a free appropriate public education to each qualified handicapped individual who is a resident of the district regardless of the nature or severity of the individual's handicap.

## **SEMESTER EXAMS (MHS Policy)**

There are two (2) days allowed for final exams each semester. All students are required to take these exams. Seniors are not required to take second semester exams. For each exam day, there will be four (4) blocks of time during which exams will be given. There will be a break between exam periods, and a fifty-five minute lunch period. Students are required to attend all study periods until after their last exam each day. Students will not be allowed to leave exam and study areas until the period is complete. Any student not scheduled to take an exam or to attend a study area is required to vacate the building during the break between exams. Limited excused absences during semester exams are strongly discouraged. Any arrangements of limited excused absences during semester exams must be approved by the administration. If a student is going to be absent from school during exam days, either as excused or limited excused, they will need to make up their exams when they return. They have 10 days to get their work made up. Final exams cannot be taken earlier than their scheduled time. Exceptions could be made due to extenuating circumstances for students who have received permission from the administration. Unexcused absences result in a zero for the final exam. If a student's normal schedule would dictate taking four (4) academic exams in one day, the student has a right to request taking one (1) of those exams on the second day. Request forms are obtained from the counselor, presented to the respective teacher, and returned to the Office of Student Services no later than one week in advance. The semester exam accounts for 20 percent of the final average in each course. Each (of the two) nine-week grades counts 40 percent.

## **SPECIAL EDUCATION**

Morton District 709 provides special education and related services to eligible students with IEPs (Individualized Education Programs) in accordance with federal and state laws and regulations (Individuals with Disabilities in Education Improvement Act—IDEIA/IDEA, Illinois State Board of Education—Part 22 of Illinois regulations). In order to receive special education services, students must be evaluated and determined eligible in accordance with these regulations. Any parent/guardian of a child, any teacher or staff member, or any community service agency employee may make a referral for an evaluation.

To make a referral for a Special Education Evaluation:

- The person making the request must directly contact the building principal or Junior High/High School counselors to make the referral. Names of these personnel are available on the district website.
- The person making the referral must provide the student's name, their relationship to the student, and areas of specific need and concern. The principal or-counselors will provide any assistance needed in completing this referral.
- The principal or counselor will commit the request to writing and submit it to the building's school psychologist. If the student's area of suspected disability is a learning disability, the student will also

be referred to the building's Response to Intervention (RTI) team for intervention planning. Please see RtI in this handbook for further information.

- Parents/Guardians will be provided with the "Notice of Procedural Safeguards" when follow-up contact is made by the district social worker, school psychologist or other special education personnel.

District special education staff will determine if the referral for evaluation is deemed necessary or is not necessary and provide documentation of that decision. This decision must be made within 14 days from the written request.

## **ATTENDANCE**

### **Philosophy of Attendance**

*Absence from school can seriously hamper success in school both in social development and in academic progress for this reason we ask that appointments be made before school, after school, or during a study hall when possible.*

*We ask that parents, having the moral and legal responsibility of their child's attendance, give this their most serious consideration and carefully weigh the possible consequences of allowing their son or daughter to be absent for any but the most serious of reasons. The Illinois Education Reform Act of 1985 requires that, beginning July 1, 1990, schools make a reasonable effort to notify the parent of a child enrolled in grades K-8 of the child's absence when the school has not been notified in advance of such absence. The law authorizes school districts to require parents to call the school for notification purposes. State law and board policy on truancy control will be used with chronic and habitual truants.*

### **ABSENCES: EXCUSED**

An excused absence is a valid and authorized (by parent and school) absence. Examples of excused absences:

- Personal illness and/or physical disablement
- Critical illness or death in the immediate family
- School-related activities (e.g. field trips, music events, state tournament participation)
- Religious observances

If a student feels ill during the school day, the student needs to come to the main office. Office personnel will decide if the student should call home. If the student is going home, he/she can only call those people indicated on his/her PowerSchool form. The person called MUST come into the office to pick up the sick student. The student must sign out on the clipboard, in the office, before leaving the building.

Once a student has accumulated 3 days or 3 partial days of absences per month, a doctor's verification in order for successive absences to be considered excused may be required. If a student's absenteeism becomes excessive (more than 7 days per semester) the Administration may request a doctor's verification before successive absences are excused. When a doctor's verification is requested, the student's parent or legal guardian will have five school days to provide the school with the documentation. The verification docu-

ment will need to include the diagnosis, any type of restrictions that the illness/medical condition places on the student, and the anticipated duration of those restrictions. If the verification is not received within the five day period, the absence(s) will be considered unexcused/truant.

Teachers will provide students with procedures for getting and completing homework when school is missed. Parents can stop by the office to get a locker combination in order to collect textbooks. Students are given two days for the first day absent and one day for each subsequent day to make up work. A student may receive an incomplete grade on his/her report card for various reasons: illness, absence, failure to turn in required work, etc. A failing grade may be given if the work is not made up within 10 days of the end of the grading period. It is the student's responsibility to initiate the above mentioned procedures.

**MHS Procedure:** a phone call from the parent shall occur before 8am the day of the absence; notes are not accepted.

**MJHS Procedure:** all dental and doctor's appointments must be cleared with the Main Office by sending a note with the student stating the date and time of appointment. Upon approval, this note will become the student's pass out of class. Students must sign-out in the Main Office before leaving for an appointment and must sign-in upon return.

## **ABSENCES: LIMITED EXCUSED**

A limited excused absence refers to a special group of absences that are limited in number, but reported as Excused absences. Absences beyond that number will be counted as unexcused.

Examples of limited excused absences:

- Appointments: Doctor, dental, driver's test, etc.
- Home/Family emergencies
- Pre-approved vacations (with parents)
- Car trouble: Limited to students who must drive to school for vocational programs and other school scheduling requirements
- Non-participants going to athletic contests
- Death of a friend
- College appointment or job interview
- Court appearance
- Religious trips/retreats

**MHS Policy:** Students are allowed a maximum of 8 x number of hours in their school day to be used as limited excused absences. Limited excused absences during semester exam days are strongly discouraged.

Appointments (MHS): All dental and doctor's appointments must be reported to the Attendance Secretary at least 24 hours prior to the appointment by calling 263-0611 and leaving a message or by bringing in an appointment card. It is the student's responsibility to pick up their pass from the Attendance Secretary before 8:00 a.m. on the day of the Appointment. Hand written notes are not accepted.

College Appointments & Interviews (MHS): All college appointments and job interviews must be cleared with the Attendance Office one day prior to the appointment time and must include the college or place of business along with the appointment time. All college appointments are restricted to juniors and seniors. Job interviews are limited to interviews for post high school full-time employment and are limited to sen-

iors. Absences for college appointments and job interviews will not be permitted after May 1. Most colleges expect or require prearranged appointments. See your counselor for assistance. Verification of the appointment, signed by the school or company official must be handed in to the Attendance Office upon the student's return to school to be classified as a limited excuse. Failure to present this confirmation could cause this absence to be declared unexcused. All other limited excused absences: All other absences must be prearranged, when possible, by filling out the proper form and handing it in to the Attendance clerk as well as a phone call two days prior to the absence. Failure to follow the requested procedure could result in the absence being declared unexcused.

**MJHS Policy:** Limited excused absences must be prearranged at least five school days before the first day of absence, by completing the online form found under the parent tab. It is the responsibility of the student to fill out the Limited Excuse form, return it to the main office, and notify his/her teachers. Students are allowed a total of five Limited Excused days per year. All absences exceeding five days will be considered unexcused.

**Elementary Policy:** Limited excused absences must be prearranged at least 5 school days before the first day of absence, by completing and returning a Limited Excused Absence form available online under the parent tab on the school website or in the school office. A maximum of 5 days of limited excused absences will be granted per student per year. Any limited excused absences over 5 days will be considered unexcused. Requirements for completing missed assignments must be prearranged with the teacher. If the teacher and the parent agree for assignments to be prepared in advance of the absence, the student must return the assignments on the first day back to school in order to receive full credit.

## **ABSENCES: UNEXCUSED**

Unexcused/Truancy is an absence from school without a valid cause for a school day or a portion of a school day (105 ILCS 5/26-2a). In accordance with procedures stipulated by the Compulsory Attendance Law (Article 26 of the Illinois School Code), students must attend school until they are 17 years of age.

Students are expected and required to make-up all work that is missed during an unexcused absence.

Examples of unexcused absence:

- Baby-sitting
- Beauty shop or barber appointments
- Car trouble (those who drive to school for pleasure or convenience)
- Limited excused absences beyond the specified amount
- Leaving class or school grounds without permission
- Missing a ride or the school bus
- Over five minutes late in arriving to class for an unexcused absence reason
- Oversleeping
- School skip day\*
- Senior pictures
- Shopping
- Working at home on school projects
- Working on the job

\*Morton High School does not promote or recognize a school/senior skip day.

**MHS:** An unexcused absence will result in the student receiving a zero for any/all work which cannot be made up or is not made up. Examples of work which cannot be made up include: announced test, a speech,



classroom participatory activities. Work which is made up will result in a 10% per class period per day being deducted. A student has a maximum of three days in which to hand in late work and will receive 90% credit the first day, 80% credit the second day, and 70% credit the third day. After the third day, no credit will be given. Additional school discipline may be assigned.

**MJHS:** Students are expected and required to make-up all work that is missed during an unexcused absence. Assignments missed during an unexcused absence will be deducted by 50%.

**ELEMENTARY:** Students will be given three days maximum to make up work. Disciplinary action for unexcused absences may include: deduction in points on assignment(s), deduction in percentage on assignment(s), conference with the student, conference with the parent(s), etc. Students will receive a zero for any/all work that is not made up.

## **ATTENDANCE PROCEDURES**

**MHS Policy:** A student must always check in and out with the Attendance clerk when arriving or leaving school property during the student's school day except during lunch hour. Not doing so may constitute an unexcused/truant absence and/or an a.m. detention. If a student leaves during lunchtime and does not return to school, a phone call must be received from a parent/guardian or the student within one hour after leaving school, or the absence will be declared unexcused. If the student calls, a follow-up call from the parent/guardian must be received by 8 a.m. the following morning.

Students with shortened afternoon schedules must leave the building within ten (10) minutes of the end of their last scheduled class. The Office of Student Services will evaluate each unexcused/truant absence. In cases where the student was deliberately absent, the following will be used to determine the consequences:

- Occasion 1. Saturday Morning Detention
- Occasion 2. 3 day CAP
- Occasion 3. 4 day CAP
- Occasion 4+. 5 day CAP

In addition to the consequences, the following interventions will be used:

- Occasion 1. Notification of violation to parent/guardian
- Occasion 2. A conference with the parent/guardian
- Occasion 3. Attendance contract will be developed and sent to the Tazewell County Truancy officer

The fourth occasion of truancy in any class may result in the student being removed with a W/F. Additionally, students can be denied enrollment if they are unexcused/truant 20% or more for a semester (105 ILCS 5/26-2). Occasions of truancy are accumulated on a yearly basis.

When a student is removed from a classroom by the teacher for disciplinary reasons, the following will be used to determine the consequences.

- Occasion 1. AM Detention
- Occasion 2. Saturday Morning Detention
- Occasion 3. Saturday Morning Detention
- Occasion 4. Possible removal from class with a W/F and a consideration of "Gross Misconduct"

In addition to the consequences, the following interventions will be used:

- Occasion 1. Conference with Student Services

- Occasion 2. Parental call by the teacher
- Occasion 3. Conference with parent/guardian

When a student is tardy to class, the following chart will be used to determine the consequences:

- Occasion 1. Free
- Occasion 2. AM Detention
- Occasion 3. AM Detention and teacher call to parent
- Occasion 4. (Plus) Saturday morning detention

When a student is tardy to a class an excessive number of times, the student and a parent/guardian will need to meet with the office of Student Services to discuss consequences. Occasions of tardy are accumulated on a semester basis.

Make-up Assignments for Excused Absences:

1. It is the student's responsibility to request missed work from his/her teachers. A student may access teachers' e-mail addresses and phone extensions on the school website at [mhs.morton709.org](http://mhs.morton709.org)
2. Students are given two (2) days for the first day absent and one day for each subsequent day to make up work. A maximum of five days will be allowed. A student may receive an incomplete grade on his/her report card for various reasons (illness, absence, failure to turn in required work, etc.) A failing grade may be given if the work is not made up after five days. Students with extended absences due to a medical condition that has been medically documented may follow an adjusted timeline. The school counselor will help establish this timeline.
3. In situations where a student is too ill or is unavailable, parents may request assignments also by contacting their student's teachers through teachers' email addresses and phone extensions. This information can be found on the school website at [mhs.morton709.org](http://mhs.morton709.org). Requests for homework are accepted in the morning only and may be picked up in the Office of Student Services at 3:30 p.m. on that same day. When requesting homework, please specify all dates of absence. Homework will be given for a maximum of five days. In order to receive more homework, the previously assigned homework must be returned.

Field trips, job shadowing, and other school-related absences: Assignments made previous to a student's absence for a field trip, job shadowing, and/or other school-related activity will be due upon the day of the student's return.

Make-up Assignments for Limited Excused: Make-up procedures for limited excused absences are similar to excused absences. However with limited excused absences, teachers have the prerogative to require that students turn in their homework prior to taking limited excused absences. Requirements/conditions for homework must be prearranged with the teacher.

Make-up Assignments for Unexcused Absences: An unexcused absence will result in the student receiving a "O" for any/all work which cannot be made up or is not made up.

Examples of work, which cannot be made up include the following:

- announced test
- a speech
- classroom participatory activities

Work, which is made up will result in ten (10) percent per class period per day being deducted. A student has a maximum of three (3) days in which to hand in late work and will receive 90% credit the first day, 80% credit the second day, and 70% credit the third day. After the third day, no credit will be given. Because of extenuating circumstances, the Office of Student Services reserves the right to alter any consequences incurred in the above absences.

**MJHS:** The principal will send an attendance letter to the parents of students who have been absent (excused, limited excused, or unexcused) for: 5 or more days by the end of the 1<sup>st</sup> quarter; 10 or more days by the end of the 2<sup>nd</sup> quarter; 15 or more days by the end of the 3<sup>rd</sup> quarter; 20 or more days by the end of the 4<sup>th</sup> quarter. The parents of students who are in violation of the district's attendance policies may be referred to a school social worker or the Tazewell County Truancy Officer. Because of extenuating circumstances, the Administration reserves the right to alter any penalties incurred in the above absences.

**Elementary:** The principal will send an attendance letter to the parents of students who have been absent (excused, limited excused, or unexcused) for:

- 5 or more days by the end of the 1<sup>st</sup> quarter
- 10 or more days by the end of the 2<sup>nd</sup> quarter
- 15 or more days by the end of the 3<sup>rd</sup> quarter
- 20 or more days by the end of the 4<sup>th</sup> quarter

Principals have the discretion to provide consideration for individual situations. The parents of students who are in violation of the district's attendance policies may be referred to a school social worker or the Tazewell County Truancy Officer.

## **AFTER SCHOOL/EVENING EVENTS**

A student who has not been in attendance during the school day or needed to leave during the day due to illness should not be in attendance at any afterschool or evening event sponsored by the school district.

One exception to this is a limited excused absence. Students must be in attendance for the last four full class periods of the school day to attend an extracurricular practice, meeting, or school event. Any deviation from this must be pre-approved by the administration. Students who attend after school athletic contests and choose to leave are prohibited from re-entering the school premises.

## **FIELD TRIPS AND OTHER SCHOOL RELATED ABSENCES (MJHS)**

Assignments made previous to a student's absence for a field trip and/or other school-related activity will be due upon the day of the student's return. In the case of a student wanting to support a state qualifying team or individual, the student must follow the procedure outlined under Limited Excused Absence.

## **REPORTING ABSENCES**

Each building has an attendance office phone line. The phone line is available 24 hours a day, 7 days a week.

Morton High School: 284-6031  
Morton Junior High: 284-5000  
Lettie Brown Ele.: 284-1000  
Ward Grundy Ele.: 284-2000  
Jefferson Elementary: 284-3025  
Lincoln Elementary: 284-4000

When reporting an absence, doctor's appointment or any attendance-related information, the parent or guardian should state the student's name and reason for the absence.

- At MHS/MJHS, if a call has not been received regarding a student's absence by 8:00 am, the school is required to contact the parent.
- At the elementary level, if a call has not been received regarding a student's absence by 9:00 am, the school is required to contact the parents of the absent student. Parents should indicate if homework should be prepared for the student. Homework can be sent home with another student or can be picked up in the office before 3:30 pm.

The board of education has determined that two attempts to notify the parent constitute a reasonable effort on the part of the school. If the school is unable to reach the parents of an absent student, the student's absence will be considered unexcused.

## **TARDIES**

**MHS:** Students are considered tardy if they not in their assigned location when the tardy bell rings. Students over five minutes late are considered unexcused/truant. Students with late arrival may not be in the building more than ten (10) minutes prior to the beginning of their class. Students arriving less than 5 minutes late to first hour should report directly to their first hour class. Students arriving more than 5 minutes late must check in with the Attendance Office. Late students must go to their locker before reporting to the Attendance Office for an admit slip.

**MJHS:** If a student arrives to school after 8:00 a.m. he/she will be considered late to school. When the student arrives at the school he/she must come to the office to sign in and get a pass to get into his/her 1st hour class. If students arrive after 8:05, it will be considered an unexcused absence. A tardy or unexcused absence will result in a detention. An example of an acceptable tardy would be a medical appointment. We need a phone call by 8:00am explaining why the student is not at school. Examples of unexcused tardies would be oversleeping, working on homework, car trouble, missing the bus, etc. An unexcused tardy is an invalid or unauthorized late arrival to school.

**Elementary:** Students will be given consequences for tardies on a case by case basis, which may include a parent phone call, conference with the student, recess detention, writing assignment, etc. Typically, students will be given a warning for the first tardy and then a recess detention for subsequent tardies. Recess detentions will be served the same day.

## **TRUANCY**

Truancy is the deliberate act of staying away from a class or classes without a valid or authorized (by parent and/or school) reason. In accordance with procedures stipulated by the Mandatory School Attendance Law (Illinois School Code, Article 26), students must attend school until they are 17 years of age.

## **CODE OF CONDUCT** **PHILOSOPHY**

*It is necessary for an organized group, community or country to establish rules of conduct for its members or citizens if it is to achieve its goals. School is no exception. In order for Morton CUSD 709 to achieve its*

*goals, students will follow certain rules of behavior which will reflect high standards of citizenship and respect for others. High personal standards of courtesy, decency, morality, honesty and good relationships with fellow students and faculty/staff should be foremost in the minds of our students of Morton CUSD 709. Students are expected to conduct themselves in a manner that will permit them to benefit from the educational program. School rules and regulations have been established so that all children may gainfully participate in the educational program. We respectfully request the support of all parents to achieve our goals. Morton CUSD 709 strives to build an atmosphere where students are expected to feel confident in reporting any incident that they witness, regardless of circumstances. The administration and staff will endeavor to hold any information brought forth in the strictest confidence.*

### **Implementation (MHS and MJHS)**

**MHS:** In general, classroom teachers work to establish an atmosphere, which is complementary to particular classroom activities. The teachers deal with individual student behavior within the framework of classroom control and management (posting of classroom rules and consequences, classroom detentions, parent contact, counselor referral). Students are responsible to teachers from 3:00 - 3:40 p.m. for reasons of required make-up work and teacher-held detentions. Whenever a student is referred to the Office of Student Services for disciplinary matters, be it classroom, study hall, library, cafeteria, restroom, corridor, or outdoors, the following steps will be taken:

1. The Office of Student Services will initiate a conference with the student so that all ramifications of the problem may be discussed and the student may have an opportunity to express his feelings about the situation orally or in writing.

It may be found that minor disciplinary action, detentions, etc., are necessary. In most cases, unless a parent requests to do otherwise, the student is given a chance to resolve his own difficulties before the parents are contacted concerning school behavior problems.

2. If a pattern of referrals appears to be developing for a particular student, such as conduct, truancy, etc., an attempt will be made to determine causes contributing to the unacceptable behavior. After all relevant data has been collected, a conference may be held to review the problem and to additionally explore any behavioral influences that may be happening in the home to influence behavioral difficulties at school. The participants in the conference may include the student, teacher, parent, counselor, and Office of Student Services personnel.

3. If there has been no appreciable behavioral changes within the student, the student and his parents will be informed that the school authorities will take any one of the following courses of action to correct the problem:

- A.M. detention
- Assignment to Cooperative Alternative Program (C.A.P.)
- Saturday morning detention
- Student behavioral contract
- Suspension from class
- Suspension from participating in school activities or functions
- Suspension from school
- Expulsion from school

4. The Office of Student Services reserves the right to determine when a student is in need of disciplinary action (tardies, detentions, Saturday morning detention, alternative program to suspension, and suspension).

Extenuating circumstances and the judgment of the administration may determine that consequences may be altered to fit the situation.

**MJHS:** In general, classroom teachers work to establish an atmosphere which is complementary to particular classroom activities. The teachers deal with individual student behavior within the framework of classroom control and management (posting of classroom rules and consequences, classroom detentions, parent contact, counselor referral). Whenever a student is referred for disciplinary matters, be it classroom, study hall, library, cafeteria, restroom, corridor, or outdoors, the following steps will be taken:

1. The Administration will initiate a conference with the student so that all ramifications of the problem may be discussed and the student may have an opportunity to respond to the charges. It may be found that minor disciplinary action, detentions, etc., are necessary. In most cases, unless a parent requests to do otherwise, the student is given a chance to resolve his own difficulties before the parents are contacted concerning school behavior problems.
2. If a pattern of discipline referrals appears to be developing for a particular student, an attempt will be made to determine causes contributing to the unacceptable behavior. After all relevant data has been collected, a conference may be held to review the problem and to additionally explore any behavioral influences that may be happening in the home to influence behavioral difficulties at school. The participants in the conference may include the student, teacher, parent, counselor, and/or administration.
3. If there have been no appreciable behavioral changes within the student, the student and his parents will be informed that the school authorities will take any one of the following courses of action to correct the problem: After-School Detention (3:05-4:00pm, Saturday Detention (7:30-10:30pm), In-School Detention (8:00-3:00), student behavioral contract, suspension from class, suspension from participating in school activities or functions, suspension from school, expulsion, and or placement on Yellow or Red Status.
4. The Administration reserves the right to determine when a student is in need of disciplinary action. Extenuating circumstances and the judgment of the administration may determine that consequences may be altered to fit the situation.

## **CONDUCT ON BUS**

Following are the rules for bus riders that were developed by Morton CUSD 709. School bus riders while in transit are under the jurisdiction of the school bus driver except where another adult has been designated to supervise the riders. All riders, parents of riders, and teachers should become thoroughly familiar with the following rules governing school bus riders.

1. All school rules apply on the bus.
2. Obey driver's directions the first time they are given.
3. Remain in your seat, facing forward at all times.
4. Eating or drinking on the bus is not allowed. (On long field trips where time is a factor and to eliminate crowded eating facilities, eating may be permitted on the bus providing previous arrangements have been made with the Director of Transportation. The coach/sponsor/ teacher and students will assume responsibility for "cleaning up" the bus after the field trip.)

5. Show common courtesy (keep hands, feet, and objects to yourself.) No throwing objects out window. No Spitting.
6. Loud, vulgar and abusive language or noise is not allowed.
7. Do not litter, write on, or damage the bus (school property) in any way.
8. Keep all harmful objects (drugs, tobacco, alcohol, weapons, etc.) off the bus.
9. No animals.
10. Parents are allowed to ride the school bus to and from school only with the principal and Director of Transportation's approval.
11. Scooters, skateboards, rollerblades, etc. are not allowed on the bus.

The school district is responsible for providing transportation for the students of our district who live one and one-half miles or more from the attendance center. Improper conduct will be reported to the Main Office and may result in suspension from the bus. Parents are responsible for the student's transportation during this suspension. In order for a student to ride a bus not assigned to him/her, he/she must bring a note from a parent/guardian informing the Main Office. The student will then give the note to the bus driver when boarding the bus. Any student who does not normally ride a bus will not be allowed to ride a bus. All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. Prohibited student conduct as defined in the Student Code of Conduct.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.
7. Once a student has arrived on the school campus s/he must remain on the campus.

Students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up work for academic credit. The student's parent or guardian is responsible for notifying the building principal that the student does not have alternate transportation.

**ELEMENTARY: BUS PASSES:** We must have a note from the parents of both parties involved, (the guest and the host/hostess) in order to issue a bus pass. **CHANGES OF NORMAL DAILY ROUTINE:** If your student's after school arrangements for transportation or pickup are different from normal, the school office must have a note indicating the change on that day. This removes the child's anxiety.

## **CONDUCT IN CAFETERIA**

1. There must be no throwing of food.
2. Students shall enter and leave the cafeteria in an orderly fashion.
3. Students are responsible for picking up and disposing of litter. They must leave the table and floor clean.
4. Students shall follow the directions of the lunchroom supervisor.

5. Students are expected to conduct themselves properly observing proper etiquette, good health habits, and good manners.
6. Students must stay at their own tables unless instructed to do otherwise.
7. Quiet conversation only is permitted.
8. No running is permitted in the cafeteria.

## **CONDUCT IN EXTRACURRICULAR ACTIVITIES**

Students attending all school-sponsored activities, clubs, organizations, etc., are expected to use good judgment in their behavior. All students attending school-sponsored activities on or off school property are subject to the same rules and regulations pertaining to student behavior as explained in the student handbook.

## **CONDUCT IN PHYSICAL EDUCATION**

**MHS:** The use of the PE locker rooms during the school day is reserved for PE students only. Any student attempting to access, accessing, or leaving this locker room who is not enrolled in PE at that hour is subject to disciplinary action. The following list of consequences will be assigned to students who fail to dress for PE:

- Occasion 1: 0 pts for the day
- Occasion 2: 0 pts for the day and an AM detention.
- Occasion 3: 0 pts for day, AM detention, and parent is contacted by the teacher
- Occasion 4: 0 pts for the day, AM detention, conference with Student Services
- Occasion 5: 0 pts for the day, Saturday morning detention, and parent contacted by the teacher.
- Occasion 6: 0 pts for the day, Saturday morning detention, and parent contacted by the teacher.
- Occasion 7: 0 pts for the day and possible removal from class with a WF.

**MJHS:** Students are expected to dress in required uniform for PE class and can be purchased from the teacher. A parent note to excuse a student from participating will be accepted for one day only. The Administration reserves the right to limit parental excuses without a doctor's note. A doctor's note indicating reason for request will be required for multiple days. All excuses should be brought to the student's PE teacher for approval, only medical and religious exemption will be accepted for complete non-participation. If a student is medically exempt from PE, the student is also prohibited from participating in an interscholastic athletic program; however the student may receive a modified PE activity during the medical exemption. Consequences for repeated no uniform or no dress will result in a discipline referral.

**ELEMENTARY:** Expectations will be shared with students at the beginning of the school year by PE teachers in each building.

## **CONDUCT AT RECESS**

### **Outdoor Recess**

1. Students are to go outdoors at all recess periods and are to remain outside until their bell rings unless told otherwise by their teachers or supervisor. Except in an emergency, students are not to reenter the building during a play period without receiving a pass and/or permission from a supervisor. All injuries should be reported to the aide. In case of serious injury, the aide will take the child to the office. Students are not to enter the building without adult permission.



2. There should be no running tag games on the blacktop that interfere with other activities.
3. Balls should not be thrown against walls where there are windows.
4. Students are not to congregate in the entryways and should stay away from windows.
5. Students will observe designated play areas at their school.
6. Students are not to push or shove others, take other's articles of clothing, or roughhouse in any way that may cause injuries to themselves or others.
7. Playground equipment should be used with safety and according to the directions of the supervisor.
8. Students are not permitted to bring hard balls (baseballs) or hard rubber coated balls to school.
9. In softball games, only the batter and catcher are allowed on the ball field side of the backstop in the home plate area. All others must be behind the backstop or outside first and third base lines.
10. Snowballing or throwing snow is not permitted at any time. Proper clothing is required for snow (boots and snowpants).
11. No students may climb or play in trees.
12. No balls are to be thrown or bounced in classrooms, hallways or restrooms.
13. Softball, soccer, and football games are to be played only on the field. All tackle games are prohibited.
14. Third through sixth grade students may use softballs and bats for a game on the field.
15. Swings may be used in seated position only and straight swinging only, with one person per swing.

### **Indoor Recess**

1. During recess time the students must remain in their own rooms, unless directed otherwise by recess supervisor.
2. Students must speak only in quiet voices.
3. Quiet games may be played in accordance with the teacher's direction.
4. There must be no running or chasing and no students are permitted at the teacher's desk.

5. During outdoor play periods, no students are permitted in the room without permission. Students may work in the room only when the teacher is present or arrangements have been made

## **GROSS MISCONDUCT: (All)**

Acts of disobedience, disrespect, or miscellaneous serious misconduct or endangerment of others. Some examples of gross disobedience or insubordination are:

- **Arson:** Purposely setting a fire while on school grounds.
- **Accumulation of Minor Offenses**
- **Assault**

An apparent attempt or a willful offer with force or violence to do hurt to another without the actual-doing of the hurt threatened, e.g., lifting the fist in a threatening manner. Sexual harassment is included in this definition. A student who uses violence, force, noise, coercion, threat, intimidation, fear, passive resistance, language, or any other conduct that intentionally causes a disruption or obstruction of any lawful mission, process, or function of the school shall be considered guilty of assault.
- **Battery**

Intentionally or knowingly without legal justification and by any means, (1) causes bodily harm to an individual or (2) makes physical contact of an insulting or provoking nature with an individual. A student who intentionally causes or attempts to cause physical injury to a school employee or student shall be considered guilty of battery. The juvenile officer may be notified and a complaint may be filed. The student who is clearly the physical or verbal aggressor will be held responsible for fighting. The non-aggressor or non-provoker who engages in a fight may receive a lesser penalty. When the aggressor cannot be determined, each participant will be held responsible for fighting. Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.
- **Bullying**

Bullying is NOT acceptable and is strictly prohibited. Bullying conduct that is covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops, or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs. This includes through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of the school. Bullying on the basis of actual or perceived race, color, national origin, military status, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or

perceived characteristics, or any other distinguishing characteristic is prohibited. The Illinois legislature defines “Bullying” which includes cyber-bullying as meaning: “Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
- Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- Substantially interfering with the student’s or students’ academic performance; or
- Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.” 105 ILCS 5/27-23.7(b)

Students shall not engage in any type of bullying activity on or about school grounds, on school buses, off school grounds at any school activity, or off school grounds in which it could affect another student’s ability to successfully participate in the educational setting, including, but not limited to:

- Physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; and destruction or damage to property of another;
- Written and electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages and emails)\*;
- Verbal threats made to another, blackmail, or demands for protection money;
- Non-verbal threats or intimidation such as aggressive or menacing gestures;
- Direct or indirect, relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone’s reputation;
- Blocking access to school property or facilities;
- Stealing, hiding or otherwise defacing books, backpacks or other personal possessions;
- Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor relating to a student’s race, color, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or that results in a hostile educational environment for the student.
- Any of the above conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.

\*Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, or similar communications. Cyber-bullying include the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of the posted content or messages if the creation or impersonation creates any of the effects listed in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person

of the posting of material on any electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects listed in the definition of bullying.

Bullying or bullying type behaviors will be treated as gross misconduct, however, in most cases, first occasions will involve a conference between the student or students involved, one or more of the deans, and the school resource officer. Parents will be notified and the school officials will determine the appropriate consequences. Subsequent bullying will result in progressively more severe consequences, which can lead to detention, suspension, and expulsion. Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct also may be subject to appropriate discipline. A bystander to bullying is defined as a witness to bullying conduct who may be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by or otherwise actively encouraging the bullying.

No student shall be retaliated against for reporting bullying conduct. Any student who is determined to intentionally have falsely accused another of bullying shall be subject to appropriate discipline.

**WHAT A STUDENT SHOULD DO:** Demand that unwanted action, behavior, or words cease immediately and/or inform faculty/staff member of unwanted action, behaviors, and/or words. Appropriate action will immediately be taken.

A student who wishes to report an incident of bullying or harassment can do so to a staff member or the Morton Police Department School Resource Officer. This can be done in person, by a phone call, via e-mail, or by completing the online bullying report for MHS and MJHS. Elementary students should speak with their classroom teachers or school administration to report an incident of bullying.

- **Cheating**

A student guilty of cheating (including but not limited to plagiarism, turning in work other than one's own, copying, etc.) on tests, exams, and/or any assigned work will be subject to disciplinary action by the classroom teacher and will also be referred to Administration for follow-up and discussion with the student.

- **Computer “hacking”**

- **Dangerous substances (Drugs & Alcohol)**

Students who abuse alcohol and other drugs pose an increased safety threat to themselves and other students, which undermines the educational mission of the school. In an attempt to reduce instances of substance abuse and disruptions, MHS reserves the right to take actions which are implemented to detect and/or have preventive value related to protecting overall student health and school safety.

A student who knowingly possesses, uses, transmits any drug-related paraphernalia or knowingly possesses (to any extent or degree), uses, transmits, or is under the influence (to any extent) of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other substances that could modify behavior including, but not limited to, alcoholic beverages is subject to discipline. In addition to these items, look-alike substances and paraphernalia are likewise prohibited and shall be considered drugs for purposes of this policy. Look-alike substances include, but are not limited to, any substance that is directly or indirectly represented to be a drug of abuse, whether by communication, marking, labeling, packaging, distribution, or similarity in shape, size, color or price. Possession, use, or transmission of such look-alike items will result in the same disciplinary

and activity suspension penalties. A student, while at school, on school conveyances, or at or in route to or from any school related activity, whether or not on school premises shall not:

- Possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs including the improper use of prescribed medications, alcoholic beverages, or any look-a-like substance
- Instigate or conspire with others to possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs of abuse including improper use of prescribed medications, alcoholic beverages or any look alike substances of abuse
- Directly or indirectly represent a substance as a look-alike substance by describing its effects as the physical or psychological effects associated with the use of a drug of abuse
- Possess, use, sell, offer to sell, deliver or conceal any instrument or paraphernalia for use with drugs of abuse (for example, hypodermic needle, syringe, water pipe, bowl, roach clip)

Use or possession of a drug authorized to the individual by a medical prescription from a registered physician when taken as prescribed shall not be considered a violation and is the only exception to this rule. Use or possession of all other drugs is prohibited. In the case of dangerous substances, the Office of Student Services will assign a consequence or consequences found under "Gross Misconduct." IN ADDITION: The possession and/or use of all dangerous substances (drugs and alcohol) will be referred to the local and state police as required by law.

- **Disrupting the classroom and/or school functions**

- **Explosives** (Possession or use of any explosive or incendiary device)

- **Failure to serve Saturday morning detention (MHS/MJHS)**

- **Forgery**

Forgery is defined as the making, drawing, or altering a document with the intent to defraud. A signature made without the person knowing of or consenting to it.

- **Gang activities**

Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity. Students are prohibited from engaging in gang activity. A "gang" is any group of two or more persons whose purpose includes the commission of illegal acts. Students shall not engage in any gang activity on or about school grounds, on school buses, or off school grounds at any school activity, including, but not limited to:

1. wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang;
2. committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or handshakes) showing membership or affiliation in a gang and;

3. using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:

- soliciting others for membership in any gangs
- requesting any person to pay protection or otherwise intimidating or threatening any person
- committing any other illegal act or other violation of School District policies
- inciting other students to act with physical violence upon any other person

- **Gross misconduct**

- **Hazing**

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

- **Horseplay**

Running, pushing, tripping, hitting, spitting, picking up/throwing snow or other disruptions in the building or on school grounds are all examples of horseplay and will not be tolerated.

- **Lying, deceit**

- **Plagiarism**

Plagiarism is defined as copying or imitating the language, ideas, and/or thoughts of another writer and passing them off as one's own work. Another form of plagiarism is copying or obtaining information from another student. Submission of written work, such as lab reports, computer programs, or papers, which have been copied from the work of other students, with or without their consent is plagiarism.

- **Possession of any unauthorized electronic device**

- **Refusal to comply with requests or directions of teachers, student teachers, substitute teachers or school personnel (includes personal searches)**

- **Setting off/possession of any type of explosives or incendiaries**

- **Sexting**

Sexting is the act of sending sexually explicit messages or pictures electronically. Each reported incident of sexting will be investigated by the school and/or police department and may lead to school and/or legal consequences.

- **Sexual harassment**

Sexual harassment refers to actions, words, or behaviors, which represent physical, sexual, or emotional intimidation of another individual. Each student has the right to be free from sexual harassment and the harm resulting from such antisocial acts of conduct while the student is attending school or engaged in school activities. Furthermore, we will neither condone nor tolerate sexual harassment of any student of the District. See School Board policy. For the purposes of this policy, the term sexual harassment is defined as follows: Verbal or physical conduct of a sexual nature imposed on the basis of sex by a student or employee or agent of the District that denies, limits, differentiates, or conditions the provision of aid, benefits, services, or treatment in violation of the protection under Title IX. The School Board interprets the definition of sexual harassment to include (but shall not be limited to) the following behavior: sexual behavior such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking student's movement, pulling at clothes, purposefully limiting or denying a student's access to educational materials, tools, or programs on the basis of gender. A student in a predominantly single-sex class or extracurricular activity subjected to sexual remarks by teachers, coaches, or other District employees, who regard the comments as "joking" and part of the normal atmosphere of the class or activity environment; representative examples are:

- impeding a female student's progress in classes, such as industrial tech, by questioning her ability to handle the work; hiding materials or tools; or suggesting she is somehow "abnormal" for enrolling in such a class
- teasing a male student about his enrollment in a class such as home economics
- purposefully limiting extracurricular activity participation on the basis of gender

Allegations by one student against another shall be handled by the School Administration. The School Administration shall proceed with the investigation immediately, adhering to the District's procedures and notifying the Superintendent. Complaints and investigations will be handled with appropriate confidentiality. Title IX concerns shall be submitted to the School Administration.

**WHAT A STUDENT SHOULD DO:** Demand that unwanted action, behavior, or words cease immediately and/or inform faculty/staff member of unwanted action, behaviors, and/or words. Appropriate action will immediately be taken.

A student who wishes to report an incident of sexual harassment can do so to a staff member of Morton High School or the Morton Police Department School Resource Officer. This can be done in person, by a phone call, or via e-mail.

- **Smoking**

Smoking materials (including but not limited to lighters/matches and vaporizers) and/or tobacco products are not allowed on school property (which includes the sidewalk and right-of-way on Illinois Street, Jackson Street, and Kay Street) at any time.

Consequences for smoking, possession of smoking materials, and/or use of any tobacco products are as follows:

**Smoking/Possession of Smoking Materials Outside Building Violation:**

- Occasion 1. Saturday morning detention
- Occasion 2. Assignment to CAP for five (5) days
- Occasion 3. Administrator's discretion

-

**Smoking/Possession of Smoking Materials Inside Building Violation:**

- Occasion 1. Assignment to CAP for three (3) days
- Occasion 2. Assignment to CAP for five (5) days
- Occasion 3. Administrator's discretion

IN ADDITION: All smoking violators (under the age of 18) will be referred to the Morton Police Department, as this is a violation of a city ordinance.

- **Threat, intimidation, personal, and/or property damage toward any staff or student on or off school grounds**
- **Unauthorized audio/video recording/picture taking**
- **Unauthorized presence on school property**
- **Unexcused absence from school**
- **Using a cellular phone in the school during the school day (8:00-3:00)**
- **Using a cellular phone in a locker/restroom at any time**
- **Using an unauthorized door and/or propping doors**
- **Vandalism/Theft**

A student who intentionally causes or attempts to cause damage to private or school property shall be guilty of vandalism. A student who intentionally steals or attempts to steal private or school property shall be guilty of theft. A student who is in possession of stolen property or an accessory to the theft shall be guilty of theft. This offense includes computer tampering or "hacking." Willful or deliberate damage to student, teacher, or school property is a most serious act. All damages associated with the act shall be assumed by the student. In the case of vandalism and/or theft, the Office of Student Services may assign one or more of the following disciplinary action alternatives:
- Assignment to CAP for five (5) or more days
- Financial reimbursement for the amount of damages
- Notification of action to police department
- Permanent removal from the class involved
- Placement of student on probation
- Suspension
- Recommendation to the Board of Education for expulsion
- Replacement of the original item(s)



- **Verbal or written disrespect or obscene gestures toward any school employee on or off school grounds**
- **Violations of the Internet/Computer use policy**
- **Weapons**

A student who carries, possesses, controls, or transfers a weapon at school, any school sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, provided that the Superintendent and/or Board may modify the disciplinary sanction on a case by case basis. In no case may the expulsion exceed two calendar years.

A “weapon” means (1) any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or firearm as defined in Section 24-1 of the Criminal Code, (2) knives, brass knuckles, Billy clubs, or any other object if used or attempted or intended to be used to cause bodily harm, including “look alike” of any firearm.

## **CONSEQUENCES FOR GROSS MISCONDUCT**

In the case of gross disobedience or misconduct, the administration will assign one (1) or more of the following disciplinary action or alternatives:

- Detention
- Removal from extracurricular activities
- Saturday morning detention
- Placement of student on probationary contract
- Removal of student from class
- Notification of misconduct to police department
- Student removal from any leadership position(s) in a school sponsored team or organization
- Assignment to CAP/In-School Detention
- Yellow and Red Status (MJHS)
- Speaking with a counselor and/or receiving a drug/alcohol screening
- Suspension
- Recommendation to the Board of Education for expulsion

## **ACADEMIC MISCONDUCT**

Matters relating to academic misconduct or contrary action such as cheating, plagiarism or giving unauthorized help on examinations or assignments may result in the student receiving a failing grade for the assignment, test, or course. A common violation of academic misconduct is PLAGIARISM. This is the use (whether deliberate or unintentional) of an idea or phrase from another source without proper acknowledgment of that source. The risk of plagiarism can be avoided in oral or written work by clearly indicating the source of any other major or unique idea, which the student could not or did not arrive at independently.

These precise indications of sources must be given regardless of whether the material is quoted directly or paraphrased. Direct quotations, however brief, must be enclosed in quotation marks as well as being properly documented. Another form of plagiarism is copying or obtaining information from another student.

Submission of written work, such as lab reports, computer programs, or papers, which have been copied from the work of other students, with or without their consent, is plagiarism. If a student is ever in doubt about an issue of academic misconduct, the student should consult his or her teacher. (Referenced from the Illinois Central College Catalog, 2004). A student guilty of Academic Misconduct will be subject to disciplinary action by the classroom teacher. The teacher will notify Student Services of the disciplinary action. In addition to the teacher consequence, the student may be referred to the Office of Student Services for one or more of the following disciplinary actions:

- A grade of zero for the assignment or assessment
- A failing grade for the course
- Disciplinary actions found under Gross Misconduct

## **MINOR MISCONDUCT**

For the broad variety of minor offenses, one (1) detention will be assigned. In some situations, other minor penalties or logical consequences may be assigned by the Office of Student Services. Some examples of detentions, which may be assigned by faculty/Office of Student Services are: Breaking study center/library rules, Inappropriate attire, Littering/snowballing, No I.D., Not prepared for class, Outside food or drink in the halls, Public display of affection, Running in the halls, Sleeping in classroom/study center, Tardy, Vulgar language.

**CONTINUOUS MINOR OFFENSES & ACCUMULATION OF DETENTIONS:** If a student accumulates a number of detentions (accumulated on a yearly basis), the following steps will be taken:

- 5 detentions - parent notification
- 10 detentions – Behavioral Contract
- 15 detentions-Parent conference

## **EXTENUATING CIRCUMSTANCES**

The administration reserves the right to determine when a student is in need of disciplinary action for other types of improper conduct. Because of extenuating circumstances and/or in the judgment of the Administration, suspendable acts or consequences may be altered or changed to fit the situation.

## **POLICE NOTIFICATION**

Any violation involving a weapon, drugs, or assault will result in local and state police notification, as required by law.

## **RANDOM DRUG TESTING**

MHS: Students wishing to participate in extracurricular activities or to obtain a parking pass will be required to sign a “Consent to Participate in Extracurricular Drug and Alcohol-Testing Program”. This consent relates to board policy 7.240 and random drug testing at Morton High School. The policy and consent forms may be viewed in their entirety in the Activities Directors office at MHS, on the district web site, or in the board policy manual available in the district office. Failure to sign this consent will result in a forfeiture of extracurricular and parking pass privileges. Specific policies and procedures for administering and or failing a test are covered in the policy.

## **STUDENT SEARCHES**

School officials will periodically check students' lockers and classrooms. Searches will also be made of personal property and persons when reasonable suspicion exists that drugs, stolen items, weapons, evidence of a violation of school rules or policies, or any other illegal items as defined in the handbook may be present. Refusal to cooperate with such searches will be considered gross misconduct.

## **TRUANCY**

Truancy is the deliberate act of staying away from a class or classes without a valid or authorized (by parent and/or school) reason. In accordance with procedures stipulated by the Mandatory School Attendance Law (Illinois School Code, Chapter 122, Article 26), students must attend school until they are 17 years of age.

## **VEHICLE PARKING (MHS)**

Students receiving a parking pass must sign a consent to participate in the extracurricular drug and alcohol testing program. Parking permits are available for \$75.00 and are available in priority order to seniors, juniors, and sophomores. Parking permits are issued to individual students - not vehicles; and cannot be shared with family members. Students are to park in their assigned, numbered space. This space will be assigned by lottery by the Office of Student Services. A complete list of parking space lottery procedures can be obtained in the Student Service Office. Students must enter the school building upon arrival. No loitering in the parking lot will be allowed. Student parking is permitted on campus only in the Jackson Street parking lot and the Bertha Frank parking lot. No student parking is permitted in the Illinois Street parking lot or in spaces in front of the high school on Illinois Street. At times, student parking will be limited due to community use of the Bertha Frank Performing Arts Center. Students, who are unable to find a parking space, are expected to park legally on village streets. MHS takes no responsibility for students who park illegally. Every attempt will be made to make students aware of limited parking situations ahead of time.

Students parking in NO PARKING areas, not in proper areas, or failing to display an appropriate parking permit are subject to the following discipline

measures:

- First Offense: Warning
- Second Offense: One (1) detention and move vehicle
- Third Offense: Saturday morning detention and parent notification
- Fourth Offense: Saturday morning detention and suspension of parking privileges on school grounds

Motorcycles and bicycles must be properly parked. Students who fail to adhere to proper parking and driving practices on school property may lose their parking privileges at school. Vehicles parked on school property are subject to be searched by school and/or legal authorities. If an unauthorized vehicle is parked in a student's assigned space, the student must park in visitor parking and immediately (BEFORE GOING TO CLASS) report to Student Services. Failure to regularly use a parking permit may result in its forfeiture.

## CONSEQUENCES FOR MISCONDUCT

### **A.M. DETENTION:**

**MHS:** Morning detention is an assignment that requires a student to come in before school from 7:15 - 7:45 a.m. Students should bring books, appropriate reading materials, and/or assignments for their time spent in detention.

Students are assigned to detention on the recommendation of faculty/staff members and direction of the Office of Student Services. In addition, faculty/staff may assign students directly to the detention center for violating school rules. The student is responsible for his/her own transportation to the detention session. Detention is held on Monday, Wednesday, and Friday mornings from 7:15 - 7:45 a.m. Employment, personal plans, family, or school activities are not sufficient reasons for the postponement or dropping of a detention. One (1) additional detention will be assigned if a student reports late to detention, fails to serve the detention, or fails to study and/or read during the entire detention session. If a student is more than five (5) minutes late, he/she will not be admitted. Accumulation of multiple detentions and/or missing detentions may result in a Saturday morning detention.

### **IN-SCHOOL DETENTION**

**Elementary:** In-school detentions at the elementary level may occur for a portion of the academic school day, during lunch and/or recess, or for the entire school day. Students should bring books, appropriate reading materials, and/or assignments for their time in detention. Students will be provided instruction during their time in in-school detention.

### **SATURDAY MORNING DETENTION**

**MJHS and MHS:** Saturday morning detention is an assignment to come to school on Saturday morning (HS: 8 to 11am and JH: 7:30-10:30am). Students should bring books, appropriate reading materials, and/or homework assignments. The student is responsible for his/her own transportation to or from the Saturday morning detention session. Employment, personal plans, family or school activities are not sufficient reasons for the postponement or dropping of the Saturday morning detention. At MHS, failure to attend the assigned Saturday morning detention will result in a two-day assignment to CAP on the first offense with additional infractions receiving additional disciplinary consequences. At MJHS, failure to attend the assigned Saturday morning detention will result in additional disciplinary consequences.

### **COOPERATIVE ALTERNATIVE PLACEMENT (CAP)**

**MJHS and MHS:** The Cooperative Alternative Program is a program designed as an optional alternative for students who have become involved in a serious discipline situation and consequently are facing suspension. Finding a proper method of dealing with students who misbehave in school has been a major school problem for years. Thoughts of educators and parents alike range from feelings that the school is being too lax, to that it is being unfair and far too strict. While out-of-school suspension is sometimes the only alternative in handling serious discipline cases, there are other occasions where a student may be willing to cooperatively strive to remedy the original problem.

## GOALS OF COOPERATIVE ALTERNATIVE PROGRAM FOR THE STUDENT:

1. To become aware of the problem and know what he/she can do to avoid it in the future
2. To re-enter his/her regular class schedule with no educational detriment and to add educational reinforcement where needed
3. To reduce negative behaviors
4. To have experienced some growth in the following areas upon completion of the program:
  - Positive self-concept
  - Self-responsibility
  - Respect for others
  - Finding something positive in school

FOR THE PARENTS: To become involved in working actively with their son/daughter to resolve the problem.

PRINCIPLES OF COOPERATIVE ALTERNATIVE PROGRAM: A specific room is provided for the CAP student. A characteristic of the CAP area is the restriction of the student's social life within the school. The restriction of social activities is complete:

- Movement to and from the CAP area is only at designated times
- Lunches are eaten in the CAP area
- The student is restricted from all assemblies and after school activities until reentry is earned

One very important objective of the Cooperative Alternative Program is to make the student aware of his problem and what he/she can do about it as well as to aid the student in gaining personal self-growth. This is attempted with mandatory individual entrance and exit counseling sessions. CAP stresses those skills necessary to reach success in the regular school. The skill of how to study is a very important part of the curriculum in the program. Specific instructions are given for all assignments with the goal of helping the student become better adjusted to tasks required of him in the regular school setting. The completion of all class work in a manner satisfactory to the supervisory personnel is absolutely necessary. Departmental educational packets will be available to students should they complete assigned class work. Students will be expected to complete any/all assignments as directed by the CAP supervisor. Failure to cooperate with the CAP supervisor will be cause for immediate release from the program and possible out of school suspension. The aim of the Cooperative Alternative Program staff is threefold:

- To help develop a trust relationship with the student by demonstrating understanding and acceptance within social and educational limitations.
- To bring out student frustrations and help overcome them.
- To emphasize the objective of completing a task in an allotted time limit in a neat and correct manner.

It is critical that the supervisors of CAP be totally dedicated to the philosophy of the program. The supervisors are carefully screened before they are assigned to the center.

## CAP ASSIGNMENT POLICY:

A student who qualifies may be offered CAP as a disciplinary alternative to an out-of-school suspension. The number of times a student may enter CAP is dependent upon administrative discretion.

In order to give the attention necessary for all students, CAP will be limited to a maximum of eight (8) students at any given time.

#### DAILY SCHEDULE:

- MHS: 8:45am - 3:45 pm
- MJHS: 8:00 am -3:00 pm
- Lunch is eaten in the classroom (or office for JH). Students are encouraged to bring a sack lunch, however hot lunch is still available.

#### RESTRICTIONS:

- High School CAP students are not allowed to enter the building before 8:35am on CAP assigned days.
- No social interaction during the school day with students not enrolled in the program.
- Attendance is not permitted at any co-curricular activities when enrolled in the program.

#### ENTRANCE PROCEDURES:

- The student must be referred to the Office of Student Services by a faculty member or authorized person as determined by the administration.
- A conference will be held between the student and the Office of Student Services to discuss the charges and reasons for a possible suspension.
- An immediate conference will be arranged with the parents to discuss the charges. The conference may include the student, parent, counselor, teachers, if necessary, and the Office of Student Services.
- The actual day of enrollment will be set at this time.
- At this time, proceedings will begin to have schoolwork available for the student when he begins the alternative program. Credit will be awarded for all schoolwork completed on time.

#### EXIT PROCEDURES:

- Each student is expected to obey all rules set in the contract.
- Each student must participate in individual counseling sessions held during the time he/she is enrolled in the alternative program.
- Each student must "earn his way" back into his regular school schedule by succeeding in certain prescribed behaviors.

Failure to abide by the CAP contractual agreement may result in the student being sent to Student Services.

A student who refuses to serve CAP and thus does not attend school will be considered truant. The last day of CAP may be shortened to 3:00pm for students who routinely demonstrated success in the prescribed behaviors. This decision to shorten the last day is up to the discretion of the Office of Student Services.

## **SUSPENSION**

Suspension of a student from school is a serious action on the part of the school. Suspension from school means that a student is not permitted to attend classes or be on school property and cannot participate in activities (curricular and/or extracurricular) or benefits related to the school in any way or at any time for the duration of the suspension. Suspension protects the right of the other students to an education uninterrupted by those who tend or wish to ignore or invade that right. Suspension immediately separates a student from the school community whose very presence might endanger the proper functioning of the school or the safety or well-being of the student or others. The length of suspension may vary according to the individual situation. When a student returns from suspension, he/she will meet with administration to participate in a re-engagement plan.

Teachers will provide homework assignments for students who are suspended out of school upon request from the student. It is the student's responsibility to obtain information regarding class assignments from peers and the classroom teacher. A student is permitted to make up all homework missed during a suspension. All makeup work from the suspension days is to be completed and handed in by 8:00 a.m. on the day a student returns from suspension; work completed during the time a student was suspended has the potential to receive 100% credit on those assignments. Work, which is made up and turned in after the 8:00am deadline will result in ten (10) percent per class period per day being deducted. A student has a maximum of three (3) days in which to hand in late work and will receive 90% credit the first day, 80% credit the second day, and 70% credit the third day. After the third day, no credit will be given. During this three day window, a student should also schedule and complete any make-up assessments that were missed during his/her suspension.

## **RE-ADMISSION AFTER SUSPENSION**

A student who has been suspended has made a decision that has had a profoundly negative impact on himself/herself, his/her peers, and the school community. The purpose of the re-admission policy is to help students reflect on why they made the poor choice and how they might handle a similar situation differently in the future. Once these activities are completed at the end of the suspension, the student will reintegrate with his/her classmates.

### Procedure:

1. Upon returning to school from a suspension, the student will meet with his/her assistant principal/principal before returning to classes. Ideally, the meeting will occur before school so the student misses no instructional time.
2. The meeting with the assistant principal/principal will consist of a discussion around three areas:
3. The completion of a discipline contract signed by the student and assistant principal/principal.
4. A student completed reflection sheet.
5. Discussion of grades and how to schedule and complete assessments that were missed during the suspension.
6. The student will also meet with a school counselor to discuss reintroduction to class and to discuss any applicable coping skills or resources.

## **DUE PROCESS**

Prior to the suspension, the student will have a conference with a building administrator where the student will be told the specific charges. The student will be given an opportunity to respond. The building administrator will then make a decision as to the discipline. However, a student may be suspended prior to the conference if the student's continued presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process.

When a student is issued a suspension, the parents of the student shall be sent by mail an official notification of the suspension and the reason for such. The building administrator shall also make every effort to notify the student's parents by phone prior to the beginning of the suspension assignment.

Students and parents may request a review of the suspension by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

## **YELLOW STATUS**

MJHS: During the next 10 school days, the student will not be allowed the following privileges during the school day: special hall passes, assembly attendance, and LMC privileges during study hall. The student will also not eat lunch in the cafeteria. In addition, the student will not be allowed to attend dances, ride on fan buses, etc. Attendance on field trips will be left up to administration. The student can work him/herself off Yellow Status by receiving no discipline notices for 10 school days. For every 10 additional days without a discipline referral, the student will move to the previous step on the Discipline Inventory Sheet. Students may also be given iPad restrictions while on Yellow Status. The Activity Code of Conduct states specifics as to how Yellow Status affects extra-curricular activities.

## **RED STATUS**

MJHS: Red Status is a serious discipline situation. While on Red Status, the student is denied the same privileges that are denied students on Yellow Status. In addition, students are not allowed to sit with their peers before school in the gym but instead will wait in the office. Additionally, the student is not allowed the use of school district properties or facilities before or after school unless under the direct supervision of a staff member. Students placed on Red Status will not be allowed to participate in field trips. Red Status will last for 15 school days. The 15 days restart if there are any infractions while on Red Status. If there are no infractions for 15 days, the student will move off Red Status. For every 15 days without a discipline referral, the student will move to the previous step on the Discipline Inventory Sheet. Students may also be given iPad restrictions while on Red Status. The Activities Code states specifics as to how Red Status affects extra-curricular activities.

## **CLASSROOM EXCLUSION**

MHS: A student may be excluded from a single class for a specific problem arising in that class. This is done upon the recommendation of a faculty/staff member and the direction of the Office of Student Services. Student removal from a class for failure to adhere to classroom rules will be considered unexcused for the hour. A student must always report immediately to the Office of Student Services with a pass from the faculty/staff member. Five (5) unexcused absences due to student disruption of and consequential removal from the class or any combination of five (5) unexcused absences/tardies may result in the student being re-



moved from that class (W/F), and the student will be placed in a study hall. Students removed from class for reasons of insubordination will not be readmitted to that class until a conference is held which may involve the teacher, student, the Office of Student Services, and parent.

## **EXPULSION**

If a student has committed a very serious action, the student may be recommended to the Board of Education for expulsion from school. Expulsion is most grave since the student can no longer gain the educational benefits available at District 709. Schools may expel a student only if other appropriate and available behavioral and disciplinary interventions have been exhausted AND the student's presence in the school (1) poses a threat to the safety of other students, staff, or the school community; OR (2) substantially disrupts the operation of the school.

The Board of Education may expel students guilty of gross misconduct or disobedience for up to 2 calendar years. No student shall be expelled until the student's parent(s)/guardian(s) have been provided a written request to appear before the Board of Education, or a hearing officer designated by it, to determine whether the student should be expelled. The written request will be sent by registered or certified mail, include the time, date, and place of the meeting, and detail the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion. If the Board acts to expel the student, the written expulsion decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. Students who are expelled may be referred to appropriate and available support services.

## **ACTIVITY CODE OF CONDUCT**

### **Purpose**

This activity code is an attempt to state expectations and help influence positive behavior of those students representing the Morton School District. We believe that it is a privilege to participate in extracurricular activities. These students are representatives of the school and community; therefore when they choose to participate in an activity, the expectations of the students will be higher. Certain rules will apply to all participants in all extracurricular activities. These rules will cover the following areas: substance use, smoking, tobacco use, criminal offenses, grades, and misconduct in or out of school. This activity code shall be enforced on a year round basis. Disciplinary consequences for violations when a student is "out of season" or during the summer will be levied in the student's next period of competition or performance.

### **General Participation Guidelines**

**MJHS:** Participation in extracurricular activities is a privilege, not a constitutionally protected liberty or property right. The following policies in addition to other handbook policies are to be followed by all students involved in a school activity. Coaches and sponsors may have additional rules and expectations, which are specific to their activities.

#### **KEY:**

- 1 Athletics
- 2 Music
- 3 Clubs
- 4 Activities

- **Activity Attendance:** Participants will be expected to attend all contests. Any unexcused absence from a scheduled contest may result in dismissal from the sport/activity in which the student is participating. 1, 2, 4
- **Discipline:** Any major discipline problem, which may arise in connection with a student assigned to a team/group activity, will be discussed by the administration, coach, teacher(s) and the student involved. Final action will be decided upon by the administration. Students suspended (in or out of school) are not allowed to practice or attend games or events on that day. 1, 2, 3, 4
- **Yellow Status (MJHS):** Students placed on Status Yellow will miss the next contest/performance that occurs during the period of Yellow Status. Students will not dress in uniform or participate. The coach/sponsor and the administration will determine if the student will attend with the team. If the student is referred again while on Yellow Status, he/she will not dress in uniform or participate in any contests/ performances occurring during the period of Yellow Status, but may continue to practice with the team/group. 1, 2, 4
- **Red Status (MJHS):** Students are not allowed to be a part of any extracurricular activities while on Red Status. This includes being denied attendance as an observer. 1, 2, 3, 4
- **Grades:** Students must maintain passing grades in all subjects according to the IESA guidelines in order to participate in an activity. Students on the Friday ineligibility list will be unable to participate in contests occurring the following Monday through Saturday. 1, 2, 4
- **Daily practice procedure:** Players/participants are expected to be at every practice. If a student is unable to be at practice it is his/her responsibility to inform the coach/sponsor in advance. 1, 2, 4
- **School attendance:** Students must be in attendance for the last four full class periods of the school day to attend an extracurricular practice, meeting, contest, or school event. Any deviation from this must be pre-approved by the administration. 1, 2, 3, 4
- **Care of equipment:** All students in all school programs will be responsible for keeping their own equipment clean and organized. Fines for damaged/lost uniforms or equipment will be assessed. 1, 2, 4
- **General personal conduct:** All participants must remember that they are representing Morton Junior High School. Therefore, they are expected to conduct themselves properly at all times. 1, 2, 3, 4
- **Physical examinations:** All students participating in any sports activity outside of regular PE classes and intramurals must have a current (within the last 12 months) physical exam on file in the main office prior to participation. 1
- **PE Medical Exemptions:** If a student is medically exempt from PE, the student may also be prohibited from participating in an interscholastic athletic program. 1

- **Transportation:** All students who attend an extracurricular event as part of a team or club must ride the school provided transportation to and from the event in order to participate. Students needing to ride home with a parent or legal guardian may do so if the student's parent "signs out" the student with the coach. Students may only ride home with another parent if the student provides a note signed by his/her parent naming who that student is allowed to ride home with AND the named parent "signs out" the students with the coach. Ineligible students are not permitted to ride the team bus to games/events. 1, 2, 3, 4
- **Insurance waiver:** An insurance waiver must be on file in the office before a student may participate. 1
- **Warning of risk:** Activities may involve the potential for injury, and we acknowledge that even with the best supervision and instruction injuries may still be a possibility when participating in an activity. 1, 2, 3, 4

### **Covered Activities**

**MHS:** Activities that fall under the activity code will be defined as follows: Any non-credit activity that meets before or after the regular school day and represents the school in the community.

**Athletics:** Baseball, Basketball, Cheerleading, Cross Country, Dance Team, Football, Golf, Managers, Soccer, Softball, Swim, Tennis, Track, Volleyball, Wrestling.

**Academic/Fine Arts:** B Naturals, Bum Bums, Chorale, Drumline, Fall Play, Full Orchestra (winds, brass, percussion), Jazz Band, Madrigals, Marching Band, Math Team, Musical, National Honor Society, Pep Band, Prelude, Scholastic Bowl, Speech, WYSE, Yearbook Staff.

**Clubs/Organizations:** Bass Fishing, Chess, Circle of Friends, Class Officers, French Club, Interact, Key Club, Law and Order, Spanish Club, Student Council, Trading Card.

**MJHS:** Activities that fall under the activity code will be defined as follows: any non-credit activity meeting before/after the school day and represents the school in the community and are listed below.

**Athletics:** Baseball, Softball, Cross-Country, Golf, Girls'/Boys' Basketball, Cheerleading, Dance, Volleyball, Wrestling, Track

**Activities:** Chess Team, Musical, Speech, Student Council, Jazz/Marching/Pep Band, Limited Edition, Junior Prelude, Scholastic Bowl

### **Scholastic Eligibility**

**MHS:** A student participating in extracurricular activities must be passing 25 credit hours of work per week. 25 credit hours is the equivalent of five full credit courses which may include PE. The 25 credit hours will reflect the student's semester grade (the grade that would be given if the student were to transfer out to another school). Any student who is scholastically ineligible may practice, but not compete.

**MJHS:** Students are to have passing grades (A, B, C, D) in all subjects in which they receive a grade. A failing grade (F) in any subject will result in a student being placed on the ineligibility list for one week. Ineligibility is checked on Friday afternoons with the ineligibility period beginning on Monday and ending on Sunday. Ineligible students may practice with the team and attend contests, however may not be in uniform at games. After four consecutive weeks of ineligibility (regardless of class), a student will be dis-

missed from that team. This pertains to all extracurricular non-graded events (athletics and activities). Coaches will have the discretion to limit contest attendance on an individual basis.

### **Coaches and Sponsors Rules and Guidelines**

Coaches or sponsors may have additional rules above and beyond the Activity Code (provided these rules are deemed appropriate by the principal and/or activities director). A copy of these rules along with consequences shall be given to each participant at the beginning of the activity.

### **Activity Code Requirements**

A student activity participant will be subject to disciplinary action if he engages in:

- The use of tobacco products, controlled substances, or alcohol.
- Possession of tobacco products, alcohol, controlled substance or “look-alike” drugs.
- Commission of a criminal offense, whether or not a felony and whether or not in or out of school.
- Gross misconduct or insubordination in school or the commission of an ordinance violation whether in or out of school

Conviction is not a prerequisite to disciplinary action.

### **Student Leader Code of Conduct**

**MHS:** Students holding a leadership position (team captain, organization officer, class officer, etc) within any covered activity are expected to be role models to their peers by maintaining the highest level of honesty and personal integrity. Therefore, any student who is an officer or captain in one or more of their activities shall be governed by a more stringent code of conduct. In addition to the consequences a student receives from an activity code violation, any student leader who receives a CAP assignment, an out of school suspension, or an activity code violation may be removed from all leadership positions they hold for one calendar year. This does not prevent participation, as governed by the Activity Code.

### **Procedures**

**MHS:** All reports of violations of the code are to be made to the Administration or the Activities Director. The Activities Director will contact the student, the parents, and the coach/sponsor of the violation and review with them the procedures to be followed. If requested by any of the above within three days following the contact, a meeting of the violation committee will be scheduled. This meeting will include the Activities Director, the student, his or her parents, and the members of the violation committee. The violation committee will determine if action is appropriate and also what it will be. Provided, however, the Activities Director may impose discipline pursuant to this code, subject to review by the violation committee, if the student decides to waive the right of the violation committee hearing. The student and parents will be notified of the decision immediately in writing. Any student who violates the guidelines and/or does not satisfactorily complete the season or activity, may, or may not be eligible for any awards or special recognition given for participation in the activity. Penalties will be applied in all activities in which a student participates. Any offense constitutes a violation in all activities covered under the guidelines. The violation committee will consist of the following representatives: two coaches, two academic/fine arts representatives,

one student government faculty representative and three students one from each of the following classes, sophomore-junior-senior.

**MJHS:** All reports of violations of the code are to be made to the Junior High Administration. The assistant principal or principal will contact the student, the parents, and the coach/sponsor of the violation and review with them the procedures to be followed. If requested by any of the above within three days following the contact, a meeting of the violation committee will be scheduled. This meeting will include the assistant principal and/or principal, the student, his or her parents, and the members of the violation committee. The violation committee will determine if action is appropriate and also what it will be. Provided, however, the assistant principal/principal may impose discipline pursuant to this code, subject to review by the violation committee, if the student decides to waive the right of the violation committee hearing. The student and parents will be notified of the decision immediately in writing.

Any student who violates the guidelines and/or does not satisfactorily complete the season or activity, may, or may not be eligible for any awards or special recognition given for participation in the activity. Penalties will be applied in all activities in which a student participates. Any offense constitutes a violation in all activities covered under the guidelines. The violation committee will consist of the following representatives: two coaches and three teachers.

### **Determination of Violations**

This code of conduct takes effect as to an individual student on the date it is signed by the student, and it is good for one calendar year, twelve consecutive months. All reported infractions, as well as rumors of violations, will be thoroughly investigated by the administration. Sources used to identify violations will include: police reports, public notices of offenses, as well as, court dispositions, staff/teacher witness and information provided by law enforcement officials.

### **Consequences**

**MHS:** All Activities with any violation:

First offense: Minimum 25%

Activity Code Suspension Limits--Based on a first offense 25%:

\*Student Managers and trainers--same as sport season for that activity.

Second offense: Minimum 50%

Third offense: Finished

Consequences are based on number of consecutive performances in an activity. Percent of missed contests or performances is based on the total number of scheduled contests or performances. If the number of contests are not fully served, the remainder of the suspension will be served during the next activity in which the student participates.

If a student joins an activity after s(he) has started to serve consequences for a violation, s(he) may practice but not participate in any games, contest, or performances. For the consequences to be considered served, the student must start an activity on the original starting date of that activity. The student must complete an activity for the consequences to be considered served. \*Any item in bold on the next table is considered to be a year round activity and an individual would miss 3 months of activities.

- Athletics: Baseball (9), Basketball B&G (5), Cheerleading 3FB & 5BKB, Cross Country (5), Dance Team 3FB & 5BKB, Football (3), Golf B&G (5), Managers (same as sport season for activity), Soccer B&G (5), Softball (9), Swim B&G (4), Tennis B&G (5), Track B&G (5), Volleyball (5), Wrestling

(5).

- Academic/Fine Arts: B Naturals, Bum Bums, Chorale (1), Drumline (2), Fall Play (1), Full Orchestra -winds, brass, percussion (1), Jazz Band (2), Madrigals (1), Marching Band (2), Math Team (1), Musical (1), National Honor Society, Pep Band (5), Prelude (1), Scholastic Bowl (7), Speech (3), WY-SE(1), Yearbook Staff.
- Clubs/Organizations: Bass Fishing (1), Chess (5), Circle of Friends, Class Officers, French Club, Interact, Key Club, Law and Order (1), Spanish Club, Student Council, Trading Card.

<b>MJHS:</b>	<b>Any violation</b>	<b>All Activities</b>
	First offense:	Minimum 25%
	Second offense:	Minimum 50%
	Third offense:	Finished

Consequences are based on number of consecutive performances in an activity. Percent of missed contests or performances is based on the total number of scheduled contests or performances. If the number of contests is not fully served, the remainder of the suspension will be served during the next activity in which the student participates. If the next activity is in high school, the remainder of the suspension will be served at Morton High School. If a student joins an activity after s(he) has started to serve consequences for a violation, s(he) may practice but not participate in any games, contest, or performances. For the consequences to be considered served, the student must start an activity on the original starting date of that activity. The student must complete an activity for the consequences to be considered served.

### **Probation**

In addition to serving the consequences, a student will be on probation for twelve consecutive months after his/her first violation of the code. If the student goes one year without a violation, then the next violation would be treated as a first offense. The third violation, regardless of when it occurs, will result in suspension from all activities for the remainder of his/her career.

### **Petition for Reinstatement**

After being suspended from all activities for one calendar year, a student may make a request to the principal to appear before the activities committee for reinstatement to a second offense level. The activities committee may or may not grant the appeal

### **Due Process**

A student will be advised of the charges against him/her and be given the opportunity to respond to the charges. The student and his/her parents will be advised by the administration of any disciplinary action taken as a result of the charges. The student or parents may appeal the disciplinary action by responding in writing to the principal within three school days of receiving the notice of the disciplinary action.

## **ATHLETICS**

### **GENERAL INFORMATION**

**MJHS:** Clubs may vary according to availability of sponsors and may meet before and/or after school. Students will be notified of upcoming activities and their requirements (e.g. try-outs) through the morning

student announcements. The school's website also contains information. Students involved in any athletic team or activity must follow handbook academic eligibility guidelines. Participation on any athletic team, scholastic bowl or music must pay the district activity fee. This fee is paid once a year, regardless of the number of activities a student participates. For example, if a student participates in baseball, track and band, one activity fee is paid. Refusal to pay activity fee by the first contest will result in the student being declared ineligible until the activity fee is paid or other arrangements are made with the building administration.

#### Athletics/Teams

Baseball, Softball, Cross-Country, Girls' and Boys' Basketball, Cheerleading, Dance, Volleyball, Wrestling, Track, Golf

#### Activities

Chess, Musical, Speech, Student Council, Scholastic Bowl, Jazz/Pep Band, Limited Edition, Junior Prelude Clubs

Adventure, Crafts, Homework, Potter Pantagraph, Yearbook, Disc Golf, Fishing, intramural golf

## **ILLINOIS ELEMENTARY SCHOOL ASSOCIATION (IESA)**

Morton Junior High is a proud member of the Illinois Elementary School Association. The IESA provides the leadership to help ensure a wholesome, equitable setting so students in their member schools can enjoy the many positive benefits of participation in interscholastic activities. This Association supports the values of sportsmanship, ethics, and integrity. The full IESA handbook can be found online at [www.iesa.org](http://www.iesa.org) or may be requested from the assistant principal. Some important IESA by-laws regarding student eligibility include:

### 3.022

A student shall be doing passing work in all school subjects as determined by the local school district and the school shall certify compliance with this by-law.

Use of a player, contestant, or participant shall be deemed such certification.

### 3.0221

Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday.

### 3.0222

The eligibility check shall be the same day each week except when school is not in session- then it must be taken on the last day of student attendance that week.

### 3.0223

Grades shall be accumulative for the school's grading period.

All students participating in an IESA activity must have an up-to-date physical exam, an insurance waiver, and a copy of birth certificate on file with the school. All students participating in an IESA activity are expected to abide by the Activity Code of Conduct.

## **ILLINOIS HIGH SCHOOL ASSOCIATION (IHSA)**

**Eligibility Rules:** When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools, which are members of IHSA as part of the Association's constitution and bylaws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums. The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office. Information contained here highlights only the most important features of the IHSA bylaws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org) You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### 1. Attendance

- You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is —lapse in school connection or not.

#### 2. Scholastic Standing

- You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### 3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:



- You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or
- You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- You attend the private/parochial high school, which one or both of your parents attended; or
- You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

#### 4. Transfer

- In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.
  - If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
  - If you transfer attendance from one high school to another high school, you will be ineligible unless:
7. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  8. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  9. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your

10. former and the new school concur with your transfer;
  11. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
  12. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
  - If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the bylaws.
  - Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
  - In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

#### 5. Age

- You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

#### 6. Physical Examination

- You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.

#### 7. Amateur Status

- If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementos.

- For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

## 8. Recruiting of Athletes

- The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete, which are not uniformly made available to all students who attend your school.
- You may not receive an —athletic scholarship|| or any other special benefit from your school because you participate in athletics.
- It is a violation for any student-athlete to receive or be offered remuneration or any special inducement, which is not made available to all applicants who apply to or enroll in the school.
- It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity, which is not also provided or made available to all prospective students at that school. Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

## 9. School Team Sports Seasons

- Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

13. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.

14. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

- Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

#### 10. Playing in Non-School Competition

- During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- If you wish to participate in a competition sponsored and conducted by the National Governing Body for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

#### 11. All-Star Participation

- After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

#### 12. Coaching Schools

- A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competi-

tion, and which is attended by more than two (2) persons from the school which the student attends.

- During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
- You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria: You may not attend a coaching school, camp or clinic for any sport after Sunday of Week No. 5 in the IHSA Standardized Calendar (August 3, 2008).
- You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

### 13. Misbehavior During Contests

- If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

\*The complete and most current set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org)

## **ELECTRONIC DEVICES/TECHNOLOGY** **PHILOSOPHY**

*Electronic devices and technology are instructional tools for promoting educational excellence in District 709. The goal for using technology in District 709 is to enrich traditional instruction and to promote 21st Century Learning Outcomes.*

### **CELL PHONES**

Cellular phones may NOT be used:

- during the school day in any school building or facility or on school grounds
- use is strictly prohibited in the locker/rest rooms, including locker/rest rooms at any other school or facility while participating in school-related activities
- **ELEMENTARY:** while on school transportation going to and from school

Cellular phones MAY BE used:

- outside the school day with approval of school personnel.
- MHS/MJHS: while returning home from extra-curricular events only with approval of the coach/sponsor.
- **MHS/MJHS:** while on school transportation going to and from school.

If a cellular phone is brought to school, it must be kept in the student's locker; it must be turned off during school hours, at all times. The school is not responsible for the phone and will reserve the right to deny any student's use at any time. Improper use of a cellular phone that is in violation of state law may also be reported to the local and state police. This includes, but is not limited to, sexting.

Cell Phone Use and Possession Consequences are progressive and may include: detention, Saturday detention, cell phones taken and returned only to the parents and/or CAP, in-school detention.

## **ELECTRONIC DEVICES**

Electronic devices have become a common means of communication, data manipulation and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. Therefore, the school has created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school sponsored activities, and on school transportation.

There are many ways to classify electronic devices. Below are the classifications used by the district to maintain a safe and productive educational environment within the district.

Cellular Devices: Cellular devices are devices that can connect directly to networks, other than the district network, without passing through the district's safety filter. These devices include, but are not limited to, cell phones, smart phones, 3G or 4G devices, cellular access points and cellular network cards. Since these devices are able to connect to resources outside the district without the proper district safety precautions, they are not permitted during the school day. These devices may be permitted outside the school day with approval of school personnel while returning from extracurricular events. If these devices are brought to school, they must be shut off and kept in the designated area for each school during the day. For the high school and junior high, the designated area is the student's locker. For the elementary building, the designated area is set by the building principal.

Wi-Fi Devices: Wi-Fi devices are devices that can connect to the district's network through one of its Wi-Fi access points. These devices include, but are not limited to, iPods, iPad, Kindles, Nooks, netbooks and laptops. Since these devices connect to outside resources through the district's internet filter, they can be used for educational purposes during the school day. However, school administrators must approve of each device prior to their use.

Miscellaneous Devices: Miscellaneous devices would be electronic devices not included in the other categories. These devices include, but are not limited to, DS's, PSP's, MP3 players, walkie-talkies, remote controls, laser pointers and calculators. Only instructional uses of these devices are allowed. School personnel must approve the use of each device.

No matter which category a device is in, electronic devices cannot be disruptive to the educational setting. The district reserves the right to confiscate and/or refuse the use of any of these devices if it is determined to be disruptive to the educational setting or if the device is being used for non-educational purposes. Confiscated devices can be picked up at the end of the day. The district is not responsible for any theft, loss or damage to these devices. Students bring electronic devices to school at their own risk. Unauthorized audio/video recording and picture taking is not permitted.

## **INTERNET/COMPUTER USE**

All use of the Internet/computers shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The fail-

ure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action. District iPads are to be used for educational purposes only regardless of time and place. Misuse of a district owned iPad will be considered a violation of the Computer/Internet Use Policy and Gross Misconduct. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed; therefore, users cannot expect absolute privacy from District personnel as to their use of technology. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from any cause. Also, the District assumes no responsibility for any unauthorized charges or fees that might be made on one of its devices.

#### Terms and Conditions:

1. Acceptable Use - The primary purpose of the District's network is for educational activities and/or research, and should be consistent with District educational objectives.
2. Privileges - The use of the District's Internet/computers is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator/MJHS Administration will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Computer Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused
  - c. Downloading copyrighted material for other than personal use
  - d. Loading, or attempting to load any software on a district computer
  - e. Using the network for private financial or commercial gain
  - f. Wastefully using resources, such as file space;
  - g. Gaining unauthorized access to resources or entities
  - h. Invading the privacy of individuals
  - i. Using another user's account or password
  - j. Allowing someone else to use your account or password
  - k. Posting material authorized or created by another without his/her consent
  - l. Posting anonymous messages or masquerading as someone else
  - m. Using the network for commercial or private advertising
  - n. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate or misleading, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
  - o. Using the network while access privileges are suspended or revoked
1. Unacceptable Internet Use – The user is responsible for his/her actions and activities involving the use of the Internet. Some examples of unacceptable uses are:

- a. Accessing game sites;
  - b. Accessing pornographic, gambling, or illegal drug sites;
  - c. Accessing non-school based e-mail or e-mail related sites;
  - d. Accessing questionable sites, such as those dealing with race, sex, health, weapons, etc. without obtaining prior approval from a teacher or supervisor.
1. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the users' own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  2. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
  3. Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep the user's account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
  4. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
  5. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

#### Consequences for misuse:

Computer/Internet use violations will be considered an act of Gross Misconduct. Consequences will be consistent with the guidelines outlined in the Gross Misconduct section.

All illegal use of the internet/computer will be reported to the Morton Police Department and other appropriate authorities. Occasional changes in the Internet policy and consequences for Internet violations may occur as a result of changes in Internet related technologies during the school year. When this occurs, students will be notified and consideration will be given to any disciplinary action as it relates to the changes.



## **IPADS**

District iPads are to be used primarily for educational purposes, regardless of time and place. Misuse of a district owned iPad will be considered a violation of the Computer/Internet Use Policy and an act of Gross Misconduct. The District reserves the right to log technology use, to monitor filespace utilization by users, and to examine users' files and materials as needed; therefore, users cannot expect absolute privacy from District personnel as to their use of technology. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from any cause. Also, the District assumes no responsibility for any unauthorized charges or fees that might be made on one of its devices.

iPad Misuse: When a student makes an inappropriate search on a school owned iPad, the following consequences will at a minimum be issued. Additional consequences may be imposed based upon the nature of the search and/or type of material accessed. Occasions accumulate over the year.

Occasion 1: warning and/or detention, conference with principal, parent contact

Occasion 2: detention, conference with principal, parent contact, iPad kept at school for 1 to 2 weeks

Occasion 3: detention, conference with principal, parent contact, loss of iPad privileges for 1 to 2 weeks

Occasion 4: principal's (or designee's) discretion including, but not limited to: lengthening the amount of time iPad use is lost or consequences under Gross Misconduct.

## **GENERAL INFORMATION**

### **ASBESTOS MANAGEMENT PLAN**

This is to notify you that MORTON UNIT SCHOOL DISTRICT 709 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the school buildings. Copies of the Management Plan are available in the Administrative Office of the School District and in the Administrative Offices of each school. These plans are available for your inspection during normal business hours of the office (Monday through Friday: 8:00 a.m. to 3:30 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements please contact Dr. Lindsey Hall, Superintendent, (309) 263-2581.

### **BEFORE/AFTER SCHOOL PROCEDURES**

**MJHS:** All students are to enter the north side of the building (into the gym) no earlier than 7:15am unless other prior arrangements have been made. Students are to remain in the gym until the bell rings at 7:50. If students have a pass from a teacher, they may go to the teacher's classroom at the specified time on the pass. Students transported to or from school by car should be picked up and dropped off on the WEST (2<sup>nd</sup> Street) side of the building. The EAST (3<sup>rd</sup> Street) side is for buses only.

**GRUNDY ELEMENTARY:** When dropping-off students in the morning, please use the driveway on the west side of the building. Students must exit from the passenger side of your vehicle. Please do not leave your vehicle to walk your students inside. When picking-up students in the afternoon, please park in the driveway (right lane only) on the west side of the building or in the District Office parking lot (right across the street from Grundy). Parents may wait for their children outside the front doors.

**JEFFERSON ELEMENTARY:** Students may enter the building beginning at 7:45 a.m., using the cafeteria door only. There is no supervision before 7:45 a.m. All other doors will remain locked. Students are dismissed to their classes at 8:10 a.m. The tardy bell will ring at 8:20 a.m. Students arriving after 8:20

a.m. will be sent to the office to sign in and receive a tardy slip before heading to their classrooms. After school, all students are dismissed at 2:40 p.m. Parents are to wait for their children outside. Kindergarten and first grade students dismiss on Third Street (primary wing). Second and fifth grade students dismiss out front east doors (playground). Third, fourth, and sixth grade students dismiss out the front west doors (office). All bus students are dismissed to the cafeteria to board the busses. There are three drop-off and pick-up locations. Students may be dropped off/picked up in the church parking lot to use the crossing guard at the corner of Jefferson and Third. Students may be dropped off on Third Street in the morning to walk to the cafeteria door. Students may be dropped off at the back of the building, using Clifton Street and turn onto Adams to the designated drop-off area. The bus lane is on Adams Street and may only be used for buses.

**LETTIE BROWN ELEMENTARY:** Children should not arrive at school prior to 7:45 a.m., as there is no supervision before that time. When dropping off students, please use the drop off area in the north parking lot. Morning announcements begin at 8:05 a.m. in the multi-purpose room. Students are tardy after 8:10 a.m. When picking up students after school, parents are asked to park in the north parking lot and pick up their child(ren) at the front door.

**LINCOLN ELEMENTARY:** Safety is a top priority and to ensure that students are being supervised we ask that students are not on the school grounds until 7:45 a.m. In addition, we are asking parents who need to go to a classroom **and/or** talk to a teacher prior to 8:10, to please come to the office. The office staff will make arrangements for you to meet the teacher in the classroom. At 8:10 a.m., students in the gym are dismissed to walk to their classrooms in an orderly fashion. Students who arrive at school after the 8:10 bell may enter through the front door and go directly to their classroom. The tardy bell will ring at 8:20 am. After school, all bus students are to be dismissed to the cafeteria where an aide will supervise them in boarding their busses. All students will be dismissed at 2:40 pm. Parents should wait for their children outside.

## **BICYCLES/ROLLERBLADES/SKATEBOARDS**

Bicycles are to be locked in the bike rack. Students will walk bicycles on school grounds. Bicycle Safety rules must be followed. It is strongly recommended that students do not ride bicycles to school until they are in the second grade. The school is not responsible for lost or damaged bicycles. Skateboarding/rollerblading are not allowed on school property.

## **DANCES**

**MHS:** Dances are open to all MHS students and guests who have properly obtained a guest pass from Student Services. Administration reserves the right to deny guest passes. Enrolled students must show their MHS ID, and all others must show their guest pass in order to be admitted to the dance. For all dances, students entering the dance will not be allowed to leave the building and return without permission of a sponsor. All students and their guests attending dances shall be expected to behave in an acceptable manner and show proper respect to any adult supervisors. No student attending the dance will be allowed to dance in a sexually suggestive manner. MHS students will be held responsible for their own as well as their guest's behavior. Any misconduct will result in the student and their guest being asked to leave the dance and the offense will be reported on the next school day to the Office of Student Services. If a student is classified as unexcused/truant the day before or the day of a school sponsored dance, that student will not be permitted to attend the dance.

**MJHS:** Dance hours are from 7:00-9:00pm and students arriving later than 7:20pm may be denied admission and students may not leave earlier than 9:00pm except in an emergency. Students are required to show their school I.D. and purchase a ticket (tickets may be purchased at the door or at lunch). Students may not get into lockers during event nor should bring anything of value. Proper behavior is expected and any student disobeying rules will be asked to leave. Students on Status will not be allowed admittance nor will students not in attendance during the day of a dance. If a student is classified as unexcused/truant the day before or the day of a school sponsored dance, that student will not be permitted to attend the dance. Dress code applies to school dances.

## **DELIVERIES**

Schools cannot guarantee items will be delivered to students. However, when items (PE uniforms, materials for class, lunches, etc.) are brought to school to be delivered to students, parents of 7th-12th grade students are encouraged to email their students that the item has been left in the school office. Students should pick up the item during passing periods. At the elementary level, the office will attempt to deliver the item.

## **DIRECTORY INFORMATION**

Directory information regarding all current and past students in Morton Unit School District may be released as permitted by law. Directory information includes:

1. The student's name, address, gender, birth date and place, grade level, year of graduation, and period of attendance.
2. Any information, including photographs, related to academic awards, degrees, or honors.
3. Any information, including photographs, related to school-sponsored activities, organizations, and athletics.

School-sponsored activity is defined as student participation or involvement in any event or activity, during or after school hours, held on or off school property, of which the school district regulates, promotes or sponsors. School-sponsored activities include but are not limited to: in-class and school attendance, school assemblies, award ceremonies, field trips, and athletic, scholastic or extracurricular practices and competitions.

Parents shall have the right to request, in writing, that any or all directory information not be released on his/her child. This request needs to be made by September 15.

The primary purpose of directory information is to allow the school district to include this type of information in certain school publications. Examples include: A playbill, showing your student's role in a drama production; and sport's activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish yearbooks.

## **DRESS CODE/PERSONAL APPEARANCE**

If a style of dress or grooming becomes or appears to become distracting or disruptive to the educational process or constitutes a threat to the safety or health of students, it will not be permitted in school. Further, some types of dress are considered inappropriate when worn in school since they do not promote an educational atmosphere that is conducive to learning. The way a student dresses reflects his/her attitude toward school and class work. Students are expected to be neat, clean, and fully dressed at all times. Dress and appearance must be such that students are covered from shoulders to mid-thigh. If there is any doubt about dress and appearance, the building administrator will make the final decision.

### **Tops**

- No shirts which do not cover the mid-section (belly) when the student is sitting or standing.
- No tank tops, spaghetti straps, halter tops, or backless garments of any kind unless worn under a shirt that meets dress code. A tank top is defined as a shirt that does not cover the entire shoulder area from the neck to the top of the arm. The area from the base of the neck to the top of the arm/shoulder must be covered. Arm openings on shirts should not be larger than the arm itself.
- No low-cut shirts which expose cleavage when the student is sitting, standing, or bending over.
- No shirts with references to alcohol, tobacco, drugs, sex, obscenities, violence, weapons, ethnic/racial slurs, or superiority.
- No shirts which are torn, altered, or have holes.
- No shirts which are sheer unless worn over a shirt that meets dress code.

### **Bottoms**

- No shorts or skirts which are shorter than mid-thigh.
- No shorts or skirts which are torn, altered, or have holes.
- No pants with holes above mid-thigh.
- No leggings unless worn with a shirt/sweatshirt/sweater which completely covers the student's bottom.

### **Other**

- At the elementary schools: No flip flops, sandals, slides, or shorts/skirts/dresses (unless worn with leggings) during the 2nd and 3rd quarter due to the colder temperatures at recess.
- No undergarment exposure.

- No bare or stocking feet (shoes must be worn at all times).
- No hats or bandannas.
- No accessories with spikes or chains.
- No sunglasses.
- No pajamas unless approved by the administration.
- No outerwear (coats, jackets, gloves) may be worn in class unless approved by the teacher.

School sponsored uniforms must adhere to the above criteria. Criteria for wearing school sponsored uniforms during the school day are approved by the administration. Separate dress code criteria for certain extracurricular activities are appropriate and will be determined by the administration. Students who violate the dress code/personal appearance policy will be required to change clothes and may receive disciplinary action.

## **DRIVING TO SCHOOL ACTIVITIES**

MHS students participating in extracurricular activities may not drive to off-campus school activities, including field trips. Extenuating circumstances may require an occasional exception to this rule. When this occurs, arrangements must be made at least 24 hours in advance of the field trip through the Office of Student Services. Permission must be provided in writing, by the parent/guardian of the student driving. No other student is allowed to ride with the student driver.

## **EMANCIPATED STUDENT**

Illinois school law defines an emancipated student as “a person 16-18 years old who has demonstrated the ability and capacity to manage his own affairs and to live wholly or partially independent of his parents or guardians. Such an individual may petition a circuit court for a declaration of complete or partial emancipation. Marriage emancipates a minor for most purposes in the law.” (Illinois School Law Survey, 11:290).

## **EMERGENCY/HEALTH INFORMATION**

All students will receive an emergency PowerSchool form to be filled out (at Registration) by parents/guardians and returned to the Main Office. This information is vital in contacting the home or other designated individuals in cases of health emergencies. No student will be released to anyone other than the parent/guardian or individuals specifically designated on this form. This information must be updated at the beginning and throughout each school year. It is important for the Main Office to have the emergency information on file as soon as possible.

## **EMERGENCY PROCEDURE DRILLS**

During emergency drills such as fire, tornado, evacuation, earthquake, soft lockdown, and hard lockdown, students are to listen and follow all instructions given by teachers and staff. Students are to walk and stay quiet for the duration of the drill.

## **ERIN'S LAW**

In January 2013, Public Act 97-1147 was passed by Illinois legislators. This law, also referred to as Erin's Law, mandates school districts to provide sexual abuse awareness and prevention education for pre-K through 12<sup>th</sup> grade. Morton School District 709 created a committee to examine this law and how it will be implemented in our district. The committee developed a personal body safety program that will be presented annually at each grade level. Lesson content varies with the age of the child. The focus of the lessons for pre-kindergarten students is identifying body parts (arm, leg, etc.) and feelings. Kindergarten through second grade will learn about personal body safety rules, safe touches, and defining safe people. Third through sixth grade will continue to reinforce the body safety rules, body boundaries, safe touches, good vs. bad secrets, identifying a safe person, advocating for themselves, and how to use social media appropriately. At the junior high these lessons will be taught in our Health classes as well as during our Advisory sessions. The 7th grade curriculum will include how to recognize and report inappropriate touches, as well as the dangers of online predators. The 8th grade curriculum will focus on recognizing and reporting sexual harassment. At the high school these lessons will be taught in our health and/or PE classes. Examples of the topics covered include: the background of Erin's Law, healthy relationships, sexual abuse, sexual assault, defining consent, how to get help, and the legal ramifications of sexual assault. If you have any questions or concerns about the materials that will be presented, please refer to the Erin's Law information on the district website, under the "parents" tab or contact your building principal.

## **FEES**

Fees for school and lunch can be paid online through e-pay. Students will not be denied educational services or academic credit due to the inability of their parent(s)/guardian(s) to pay fees or certain charges. Morton CUSD 709 waives school fees for persons unable to afford them, in accordance with policy 4:140, *Waiver of Student Fees*. Please contact the office to complete the appropriate forms for assistance. Parent(s)/guardian(s) may apply for a waiver of school fees by completing the *Application for Fee Waiver*, 4:140-E1, at any time. Parent(s)/guardian(s) will be notified within 30 calendar days of the acceptance or denial of their *Application for Fee Waiver*. Parent(s)/guardian(s) may appeal the denial of a fee waiver application by submitting the appeal in writing to the Superintendent within 14 calendar days of the denial; any appeal received after 14 calendar days will either be considered or treated as a new application depending on the circumstances. The superintendent will respond to the appeal. If the superintendent or designee denies the appeal, parent(s)/guardian(s) may submit a written appeal to the School Board. Morton High School will be collecting textbook rental fees one week prior to the beginning of school. Unpaid fees for second semester classes will be collected in January. Textbooks will be returned at the end of the school year (or semester). Rental fees include books, workbooks, lab fees, supply fees, and original/first ID card. Students will not be denied educational services or academic credit due to the inability of their parent/guardian to pay fees or certain charges.

## **HEARING SCREENING**

Hearing screening will be completed, as mandated, during the spring semester of the school year for students enrolled in early childhood, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grades, as well as for all students who are new to the district and all students who receive IEP services. In addition, teachers may refer students of concern for a hearing screening. Dates for these mandatory screenings will be posted on the website and in the school newsletters. Students will not be screened if their school record contains a signed report form from a physician indicating that an ear examination and an audiological evaluation has been completed by an audiologist within 12 months of the screening. For students with a known, ongoing hearing loss, an audiological evaluation completed within 12 months will be accepted in lieu of this threshold screening. Hearing screening is not an option. If a hearing examination report is not on file at the school for your child, your child (if in the mandated screening group) will be screened. Parents may object to hearing screening tests on religious grounds. If a legitimate religious objection is made, a written and signed statement detailing such objections must be provided to the school administration.

## **IDENTIFICATION CARDS (MHS and MJHS)**

ID cards may be obtained at any time throughout the year in the Student Services Office. A fee of \$5.00 will be charged for each new or replacement ID. ID cards are used: 1. For identification, 2. To obtain student activity rates, 3. Open Campus lunch for Seniors. ID cards are issued to all Morton Junior High and Morton High School students. Students are required to carry their ID at all times and must be prepared to present it upon request by school personnel. Students not having an identification card or refusing to present it when asked may be taken to the Office of Student Services or removed from the building and school grounds. Disciplinary action may be taken against any student who does not cooperate with school personnel asking to see an ID card. Students who are found without an ID card must present either their ID or \$5.00 for a replacement to the Office of Student Services by 8 a.m. the following morning.

## **IMMUNIZATIONS/EXAMINATIONS (Make accurate and add all levels)**

In accordance with the Illinois School Code, a student shall show appropriate evidence of immunization, physical examination, and dental examination according to grade level requirements. All students entering Morton Schools must meet these requirements on or before the state guideline of October 15th.

### **Early Childhood:**

physical examination

3 Polio vaccines

3 Hepatitis B vaccines

TB screening

Lead screening

4 DTaP vaccines

1 HIB vaccine minimum

1 MMR vaccine

1 Varicella vaccine (chickenpox) or proof of disease

1 Pneumococcal vaccine

### **Kindergarten:**

Physical exam

Eye exam

Dental exam

Polio vaccine  
DTaP booster  
2nd MMR vaccine  
2nd Varicella vaccine (chickenpox) or proof of disease  
Lead screening

### **2nd & 6th**

Dental exam

### **6th Grade**

1 Meningococcal vaccine

### **6th-12th Grades:**

3 Hepatitis B vaccines (if not already received)

1 Tdap booster

### **6th or 9th Grade:**

Physical exam

2nd Varicella (chickenpox) vaccine or proof of disease

### **12th:**

Meningococcal vaccine

## **INTEGRATED PEST MANAGEMENT PROGRAM**

The State of Illinois has mandated that an Integrated Pest Management (IPM) program be used in controlling insect pests in schools. IPM programs will include the use of a variety of pest management tools including non-chemical and chemical choices. Morton Community Unit District 709 has an IPM program, which incorporates building maintenance, sanitation, physical barriers and pesticide application. Morton Community Unit School District 709 contracts with a pest management service to assist in our program.

You may request prior notification two days in advance of any pesticide application if you wish. Call the District Office (263-2581) if you would like your name on a notification list. Our pest management service is not responsible for providing prior notification in instances where there is an imminent threat to health or property. Examples of such instances include pesticide applications where stinging or biting insects are posing a threat to student's health, or pesticide applications where the insects may spread to numerous locations if immediate procedures are not taken to control them. Our pest management service uses pesticides, which are low in volatility, and when making interior applications, will place these materials into cracks and crevices or use child-resistant bait stations for their placement. A list of the pesticides will be supplied to the school on an annual basis.

## **LOCKERS**

The lockers are school property and as such the locker and its contents are subject to inspection by school personnel at any time. Locker assignments are made at registration and students are to use their assigned locker unless a change is made by the Office of Student Services. Sharing lockers is not suggested in an attempt to curb or discourage theft and/or vandalism. It is the student's responsibility to keep his/her locker locked at all times. This is your locker and you should not share your locker combination with any other student. Each student is responsible for the contents of his/her own locker. Students are not allowed to



keep open food or drink in their lockers. An announcement regarding cleaning out lockers for the summer will be made near the end of the final week of school. All locker problems should be reported to the office.

Students are also responsible for the padlock assigned to them and for all contents of the PE locker. PE lockers must be secured with school issued locks only (replacement locks are \$5.00).

## **LOST AND FOUND**

Every school building has a lost and found. Articles that are found should be turned in to the appropriate office. Any articles not claimed at the end of the semester are donated to a charity. Each school assumes no responsibility for lost or stolen personal items.

## **LUNCH**

**MHS:** MHS is a closed campus at lunch except for students who are seniors based on credits (13 credits and in high school for at least 6 semesters). All students who remain in the school must eat lunch and remain in the cafeteria or other designated eating areas until released by staff. Staff are responsible for the overall supervision of the cafeteria and may address/modify seating arrangements, conduct by students, and any other activity by students who are abusing cafeteria privileges. Food may not be delivered to school by a business for the lunch period.

Once arriving to school, a student shall not leave campus without a staff member's approval. Students leaving campus without approval will be treated as truant, and discipline will progress as it would for truancy from class. Students found using another student's ID or a fake ID to leave campus will be issued a Saturday detention; students loaning their ID will be treated as not having their ID.

Parents/guardians who wish to treat their student(s) to a special lunch off campus must (1) make arrangements with the office prior to 10:00 am, (2) pick up their student(s) at school, (3) accompany their student(s) to lunch (4) return the student(s) prior to the end of the student(s)' lunch periods. Students will be tardy and subject to disciplinary consequences if they return late from the lunch. To make arrangements with the office, parents must call from 7-10 am on the day the parent would like to take the student to lunch and speak with the attendance secretary for approval. She will write the students a pass and the students can meet their parents at the main entrance for pick up. Freshman, sophomore, and junior students will not be allowed to drive themselves to lunch. Freshman, sophomore, and junior students will not be permitted to leave campus for lunch with anyone other than her/his parent or guardian, except for special occasions where they will be attending a special luncheon with a member of the MHS staff.

Eligible seniors will be issued an ID identifying them as having off campus lunch privileges. Senior students abusing this privilege will be subject to disciplinary consequences- including the loss of open campus privileges. Also, excessive tardiness, or other discipline issues may result in the loss of open campus privileges. Students leaving for lunch are required to exit and enter only from the canopy doors. Students exiting from an unauthorized door will receive a Saturday morning detention. On the second offense, students will be ineligible for open campus privileges. Students leaving for lunch **MUST** present their student ID to exit and enter the building during lunch. Students will **NOT** be allowed to leave or enter campus without an ID. If a student has lost his/her ID, a new one must be purchased at Student Services.

**MJHS:** MJHS provides a hot lunch daily, with alternative choices provided a la carte. Payments can be made electronically from our homepage via E-Funds or by bringing check or cash directly to the cafeteria at lunch. Students will be expected to take responsibility for cleaning up their table and table area before they are released from lunch. Students are expected to wipe the table and sweep the floor. Food may not be taken from the cafeteria. MJHS has a closed campus. Students are discouraged from leaving for lunch, but may do so if a written request from the legal guardian is approved by the administration prior to 8:00 am that day. Students are responsible for returning on time for the next class. Any student who misses a class due to an extended lunch may receive a discipline referral. During the school day, only store-bought food may be brought into classrooms to be shared for student consumption and it must meet the dietary restrictions of individual classrooms.

**ELEMENTARY:** At the elementary level, there are four options for entrees, with lunch orders being placed each morning. We welcome visitors to eat lunch with their child/children, but they must sign in/out with the office. Lunch payments can be made electronically from our homepage via E-Funds or by bringing check or cash directly to school with an envelope marked with the student's name, teacher, and amount. During the school day, only store-bought food may be brought into classrooms to be shared for student consumption, and it must meet the dietary restrictions of individual classrooms.

## **MEDICATIONS**

### **Medications**

Parents/guardians have the primary responsibility for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. The building principal shall make available to each student's parent/guardian(s) the District's policy, policy guidelines and forms on administering medicines to students within fifteen (15) days after starting classes for a student who transfers into the District. (School Board Policy 7:270) Only in cases where failure to take a prescribed medication could jeopardize the student's health and/or education, may medication be taken in school. Taking of medications is limited to students with long term chronic illness or disability-including but not limited to diabetes, attention disorders, asthma, seizure activity, epilepsy, cystic fibrosis, cardiac, neurological, and endocrine disorders. Antibiotics that are prescribed three times daily may be taken before school, after school, and bedtime. Parents may bring medication to students at any time during the school day. If it is determined that the student must take medication (prescription as well as over-the counter) at school, the procedure will be as follows:

1. Written orders must first be provided to the school from the physician detailing the name of student, the disease, or illness involved, the name of the drug, its dosage, and the time interval that the medication is to be taken. The physician should also indicate the desired benefits and possible drug side effects. Forms are available in all schools, online or from local physicians.
2. The parent/guardian shall also provide a written request authorizing the taking of the prescribed medication at school
3. Medication shall be brought to school in an ORIGINAL container appropriately labeled by the pharmacy or physician the (a) name of student; (b) name of medication (c) dosage and time of day medication is to be administered (d) time interval medication is to be taken; (e) name of physician and (f) date of prescription (g) date of birth.
4. Upon bringing medication to school, students should bring the medication to the office where it will be kept in a locked cabinet. Students will be instructed in the self-administration of medication un-

der the supervision of designated staff members. The designated staff member will administer medications to all students incapable of proper self-administration of medication. Students who require prescription inhalers or epipens may carry their inhalers or epipens with them. However, the Main Office must be notified of the student's condition and a school medication authorization form must be completed for the student to carry an inhaler or epipen.

5. The empty pill bottle will be sent home with the student when the child is out of medication. Please fill and have the medication returned to the office the next morning before class. At the end of the school year, it is the responsibility of the parent/guardian to pick up the unused medication within one week of the last day of school, as medication will not be sent home with students. One week after the close of the school year, medication will be disposed of by the school designee in the presence of an administrator.

Students requiring medication may bring medication to school following these guidelines:

- A statement indicating proper dosage, time and duration signed by the doctor is required.
- A written request and permission from the parent to the administrator the drug shall be required.
- Medication shall be brought to school in appropriately labeled ORIGINAL containers.
- Medication shall be kept in the office until the time it is to be administered.
- In all cases the school retains the discretion to reject a request for administering medication.

Over the counter medications (in their original container and clearly marked with the student's name and birthdate) may be left in the Main Office.

## **NON DISCRIMINATION POLICY**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

### **“Sex Equity”**

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure (located on the Morton709 website). A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

## **OFF SCHOOL GROUNDS**

No student is to be off school grounds during the school day after arriving in the morning except for doctor/dental appointments and seniors leaving campus for lunch. Bus riders are considered on school grounds

once they are on the bus. An example of this would be student walking to a gas station after being dropped off by a bus or ride.

## **PHYSICAL EDUCATION EXEMPTION**

**MHS:** Any student who is in grades 11 or 12 and is involved in an interscholastic athletic program or marching band, may be exempt from PE during the semester that the sport or activity is in session.

## **PHYSICAL RESTRAINT**

Physical restraint shall be used only as a means of maintaining discipline in schools (that is, as a means of maintaining a safe and orderly environment for learning) and only to the extent that it is necessary to preserve the safety of students and others. Physical restraint shall not be used in administering discipline to individual students, that is, as a form of punishment. The use of physical restraint by any staff member shall comply with the Illinois State of Education rules, Section 1.285, Requirements for the Use of Physical Restraint. Physical restraint is defined as follows: “Physical restraint” means holding a student or otherwise restricting his or her movements. “Restraint” does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily.

## **POSTING AND DISTRIBUTION OF MATERIALS**

Students wishing to post advertisements or distribute materials within the school or on school property must receive approval from the school principal and abide by the procedures that are outlined by the school which include the time, place, and manner of the posting or information and the distribution of information and materials. Non-school sponsored organizations must receive approval from the district office.

## **PROTECTION OF PUPIL RIGHTS**

**Inspection:** All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

**Prohibitions:** No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning: (1) Political affiliations; (2) Mental and psychological problems potentially embarrassing to the student or his family; (3) Sex behavior and attitudes; (4) Illegal, antisocial, self-incriminating, or demeaning behavior; (5) Critical appraisals of other individuals with whom respondents have close family relationships; (6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; (7) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

**Notice of Rights:** Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

## **RANDOM DRUG TESTING**

**MHS:** Students wishing to participate in extracurricular activities or to obtain a parking pass will be required to sign a “Consent to Participate in Extracurricular Drug and Alcohol-Testing Program”. This consent relates to board policy 7.240 and random drug testing at Morton High School. The policy and consent forms may be viewed in their entirety in the Activities Directors office at MHS, on the district web site, or in the board policy manual available in the district office. Failure to sign this consent will result in a forfeiture of extracurricular and parking pass privileges. Specific policies and procedures for administering and or failing a test are covered in the policy.

## **SCHOOL HOURS**

Lincoln, Grundy	Office - 7:45am to 3:45pm	Student Day - 8:20am to 2:40pm
Jefferson	Office - 7:30am to 3:30pm	Student Day - 8:20am to 2:40pm
Lettie Brown	Office - 7:30am to 3:30pm	Student Day - 8:10 am to 2:30pm
MJHS	Office - 7:30am to 3:30pm	Student Day - 8:00am to 3:00pm
MHS	Office - 7:15am to 4:00pm	Student Day - 8:00am to 3:00pm

Teachers are available 7:50am to 3:40pm daily.

## **SCHOOL SAFETY**

Each of us has a responsibility to keep our schools safe and secure - faculty/staff, administration, and you, our students. If you become aware of any threat or possible danger, it is your obligation to report this information immediately:

- By telling a faculty or staff member
- By calling the Greater Peoria Crime Stopper number – 309-266-0709
- By calling the School Safety Tip Line number – 1-800-477-0024

## **SCHOOL SUPPLIES**

Please refer to the school website for school supplies for your grade level.

## **SCHOOL VISITATION**

The General Assembly of the State of Illinois has found that the basis of a strong economy is an educational system relying upon parental involvement. As a result, they have enacted the School Visitation Rights Act, which became effective July 1, 1993. The intent of the Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment during the school year to attend necessary educational or behavioral conferences at the school their children attend. In order to be eligible for leave under the Act, the parent or guardian must have been employed by an employer that employs 50 or more individuals in Illinois and must have been employed by his or her current employer for at least six consecutive months immediately preceding a request for a school visitation leave.

Further, such parent or guardian must have worked an average number of hours per week equal to at least half the full-time equivalent position in the employer's job classification. If eligible, an employee is entitled up to a total of eight hours leave during any school year, but no more than four of which may be taken on

any given day. An employee is only entitled to leave if conferences or classroom activities cannot be scheduled during nonwork hours.

Finally, it is important to note that leave may be taken by an employee unless such employee has exhausted all accrued vacation leave, personal leave, and other compensatory leave that may be granted to the employee except for sick or disability leave. An employer is generally entitled to at least seven days notice in advance of the time the employee is requesting to take leave. In emergency situations, however, no more than 24 hours may be required. An employee who uses leave under the Act may generally choose the opportunity to make up the time taken. If such employee does not make up the time taken, then he or she is not entitled to compensation for such time. Employers are to make a good faith effort to permit an employee to make up time. If no reasonable opportunity exists, however, the employee is not entitled to compensation for any leave taken. If you have any questions or comments, please contact your school principal or the District Office.

## **SICK/INJURED STUDENTS**

Students who feel ill or are injured should report to the Main Office, or the Office of Student Services at the high school. Unless the illness is an emergency, the student is required to obtain a pass from a faculty/staff member before reporting to the Office. The Office will contact parents/guardians.

## **SPECIAL EDUCATION STUDENT DISCIPLINARY PROCEDURES**

A special education student who violates student disciplinary rules and regulations shall be disciplined in accordance with the district's regular student disciplinary policies and procedures unless the behavior is attributable to the student's handicapping condition.

The District shall proceed as follows:

- The student is given all procedural protection required by the Individuals with Disabilities Education Act.
- The student's IEP states behavioral conditions under which short-term suspension may be invoked.
- A hearing shall be held to determine whether the student's behavior is attributable to the disability.
- If the outcome of the hearing determines that the behavior is not the result of the disability, regular student disciplinary policies shall be followed.
- All procedural safeguards required by I.D.E.A. shall be observed.
- Educational services shall continue through regular or alternative programs.

## **STUDENT RECORDS**

The Federal Educational Records Privacy Act and Illinois School Records Act provide certain rights to parents and students that have reached age 18 with respect to a student's educational records. Permanent records include basic identifying information, academic transcript, graduation date, summarized attendance record, and health records. Permanent records are retained by the school district for 60 years. Temporary records include student files such as family background information, participation in extracurricular activi-

ties, honors and awards, anecdotal records, detailed attendance records, and disciplinary information. Temporary records are retained for 5 years. Parents and students who have reached the age of 18 have the following rights:

- The right to inspect and copy permanent and temporary records, including records proposed for disposal. The cost of copying these records will be 10 cents per page.
- The right to obtain a schedule for the disposal of student records.
- The right to challenge the contents of the school student records, even if those records are transferred to another school district.

The procedure to challenge the contents of school student records is:

1. Parent or student over the age of 18 initiates a hearing via a written request to the record custodian. The request must contain notice of the specific entry or entries challenged and the basis of the challenge.
2. An informal conference with the school district will be held within 15 days of receipt of such request.
3. If the informal conference does not resolve the challenge, formal procedures may be initiated.
4. Upon request, a formal hearing will be conducted within 15 days of the informal conference by a hearing officer, with no direct interest in the action, appointed by the school. A formal hearing may be conducted later than 15 days of the informal conference by agreement to an extension.
5. The hearing must be recorded by a tape recorder or a court reporter. The parent or the student over the age of 18 has the right to present evidence, to call and cross-examine witnesses, the right to a written statement of the decision rendered by the hearing officer.
6. Any decision made by the hearing officer must be made solely based on information presented at the hearing. The hearing officer may decide to maintain, remove, change, clarify, or add to the challenged contents of the student's record.
7. The decision of the hearing officer will be rendered no later than 10 school days after the conclusion of the hearing. A copy of the decision will be promptly transferred to the parents and the school.

In the case of the disabled student who graduates or permanently withdraws from the district, temporary records which may be of continued assistance to the student may, after five (5) years, be transferred to the parents/guardians or to the student, if the student has succeeded to the rights of the parents/guardians. The content of the transferred records may relate to the diagnosis and remediation of the student's disability. An explanation of the usefulness of the records may be given to the parents/guardians or student by the district's appropriate student personnel services worker.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

- You have the right to be treated as an individual.
- You have the right to attend school in a building, which is clean, safe, and adequately equipped.
- You have the right to have well-qualified, professional faculty/staff.
- You have the right to an educational opportunity that will help prepare you for your life's vocation and to become a productive, happy, well-adjusted adult member of society.

- You are responsible to attend school on a regular basis.
- You are responsible to show courtesy and respect to all staff members and fellow students.
- You are responsible for knowing school rules and regulations.
- You are responsible for the rights and privileges of fellow students.
- You are responsible for making the school a place where the educational process will continue with as few difficulties as possible.

If you have a concern or grievance, please communicate this concern or grievance to the following individuals in the order listed:

1. Teacher
2. Counselor or Student Services
3. Principal
4. Superintendent/Asst. Superintendent
5. School Board

## **VISION SCREENING**

Vision screening will be completed, as mandated, during the spring semester of the school year for students enrolled in early childhood, kindergarten, 2<sup>nd</sup>, 8<sup>th</sup> grades as well as for all students who are new to the district and all students who receive IEP services. In addition, teachers may refer students of concern for a vision screening. Dates for these mandatory screenings will be posted on the website and in the school newsletters. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child (if in the mandated screening group) will be screened. Parents may object to vision screening tests on religious grounds. If a legitimate religious objection is made, a written and signed statement detailing such objections must be provided to the school administration.

## **VISITORS**

All visitors must check in at the Main Office.

## **WORK PERMITS**

**MHS:** Work permits are issued in compliance with the rules set forth by the State Department of Labor.

Students between the ages of 14 and 16 must provide the school with a signed statement from the prospective employer describing the nature of the work to be performed. In addition, the student must present a birth or baptismal certificate and evidence of a recent physical examination. These permits are issued through the Main Office.