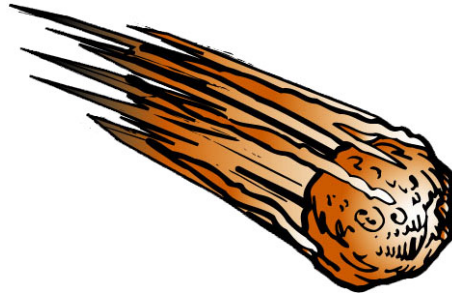


**MARISSA JR./SR.  
HIGH SCHOOL  
2009-2010  
"Striving for Excellence"**

**STUDENT HANDBOOK / PLANNER**

**Marissa Jr./Sr. High School**  
300 School View Drive  
Marissa, Illinois 62257  
(618) 295-2393 Telephone  
(618) 295-2276 Fax  
[www.marissa40.org](http://www.marissa40.org)



**BOARD OF EDUCATION**

Mary Thomas-Rehmer, President ● Joan Monbrum, Secretary  
Laurie Bingel, Vice President ● Michael Parker  
David Lehman ● Jim Brazinski ● Alma Jean Kimbrow

This Agenda belongs to:

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

## MARISSA UNIT #40 MISSION STATEMENT

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

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

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

## MARISSA JR./SR. HIGH SCHOOL CODE OF ETHICS

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

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## Marissa Jr./Sr. High School



300 School View Drive, Marissa, IL 62257  
Phone: (618) 295-2393 Fax: (618) 295-2276

Dear Student-Parent:

On behalf of the administration, faculty, and staff, it is my pleasure to welcome you to the 2009-2010 school year at Marissa Jr./Sr. High School. We want to wish you a very enjoyable, productive, and safe year.

Our primary goal at Marissa Jr.-Sr. High School is to assist your growth and development into a mature young adult capable of facing the many challenges today's society presents. A dedicated and enthusiastic staff will help you in any manner possible to realize your full potential.

You are encouraged to be an active member of the student body. Participation in extra-curricular activities and clubs in which the school sponsors will generate friendships that will last a lifetime.

Please read this handbook carefully, since it includes policies and procedures that will help you and your parents understand how our school functions. Expectations regarding student behavior are clearly expressed. If you know and abide by the rules presented in this handbook, your academic career at Marissa Jr.-Sr. High will be a successful one.

Should you or your parents have any questions about this handbook, your progress, or in general, please do not hesitate to contact us. Communication is essential to enhance a good partnership between Marissa Jr.-Sr. High School and the community.

Let's have a great year!

Sincerely,

Mr. Mark Heuring  
Principal

*"Striving for Excellence"*

## ADMINISTRATION

**Superintendent** Kevin Cogdill  
**Jr./Sr. High School Principal** Mark Heuring

## FACULTY AND STAFF

### Accounting/Business

STAFF

#### Agriculture

Kim Portz

#### Art/Latin

Lydia Latham

#### Band/Chorus

Eric Richter

#### Bldg. Maintenance

Chris Shaw

#### Business Manager

Jane Schaeffer

#### Custodians

Keith Allison

Bill Terry

#### Driver's Ed/ PE

Jason Smith

#### English/Literature

Dirk Miller

Katie Peck

Colleen Seaton

#### Family/Con. Science

Patricia Knop

#### Food Service Director

Deanna Gilley

#### Food Service Cooks

Sandy Hahn

Naomi Owens

#### Government/History

Bryan Blomenkamp

#### Grounds/Bus Main.

Russell Clark

#### Guidance Counselor

Angela Birch

#### Industrial Arts

Art Peasall

### Mathematics

Darin Degenhart

Anne Trieb

Bill Wilson

### Nurse

Bobbi Duffie

### PE/Health

Veronica Kirkpatrick

### Science

Jill Prest

STAFF

### Science/P.E.

Jeff Miller

### Secretary to Principal

Jane Bumann

### Secretary to Supt.

Cheryl Harriman

### Special Ed/LD

Heather Adams

Pam Cater

Sherry Koch

### Special Ed/Life Skills

Alicia Hiller

### Student Counselor/Athletic Dir.

Dan Lehman

### ISS Supervisor

Lori Neely

### Teacher's Aide

Brenda Kinzel

Sherry Wildt

### Technology Director

Gary Stewart

## 2009-2010 SCHOOL CALENDAR

August 17, Mon	First Day of School – Start of 1 <sup>st</sup> Quarter
September 6, Mon	Labor Day – NO SCHOOL
September 17, Thu	Teacher In-Service – Early Out 11:45 am /Parent-Teacher Conf.
September 18, Fri	Parent-Teacher Conference – NO SCHOOL
October 9, Fri	St. Clair County Teacher Inst. – NO SCHOOL
October 12, Mon	Columbus Day – NO SCHOOL
October 16, Fri	<b>End of 1<sup>st</sup> Quarter</b>
October 30, Fri	Teacher In-Service – Early Out 11:45 am
November 11, Wed	Veterans Day – NO SCHOOL
November 20, Fri	Teacher In-Service – Early Out 11:45 am
November 25, Wed	Early Out – 2:00 p.m.
November 26, Thurs	Thanksgiving Break – NO SCHOOL
November 27, Fri	Thanksgiving Day – NO SCHOOL
December 18, Fri	<b>End of 2<sup>nd</sup> Qtr/1<sup>st</sup> Sem.</b> Early Out – 2:00 p.m.
December 21-31	Winter Break – NO SCHOOL
January 1	Winter Break – NO SCHOOL
January 4, Mon	Teacher Workshop – NO SCHOOL
January 5, Tue	<b>First Day of 3<sup>rd</sup> Quarter/ 2<sup>nd</sup> Semester</b>
January 18, Mon	Martin Luther King Birthday – NO SCHOOL
January 22, Fri	Teacher In-Service – Early Out 11:45 am
February 11, Thurs	Teacher In-Service – Early Out 11:45 am /Parent-Teacher Conf.
February 12, Fri	Parent-Teacher Conference – NO SCHOOL
February 15, Mon	President's Day – NO SCHOOL
March 1, Mon	Casimir Pulaski Birthday – NO SCHOOL
March 12, Fri	<b>End of 3<sup>rd</sup> Quarter</b>
March 19, Fri	Teacher In-Service – Early Out 11:45 am
March 31, Wed	Early Out – 2:00 p.m.
April 1-2, Thu/Fri	Spring Break – NO SCHOOL
April 5, Mon	Spring Break – NO SCHOOL
April 23, Fri	Teacher In-Service – Early out 11:45 am
May 20, Thurs	<b>End of 4<sup>th</sup> Quarter</b>
May 20, Thurs	Last Day of School (If no snow days used)
May 21, Fri	Teacher Workshop Day – NO SCHOOL
May 21, Fri	Class of 2010 Graduation

\* Some dates are subject to change.

## MHS School Song

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

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

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

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

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

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

## GENERAL INFORMATION

### Bell Schedules

#### Schedule A Normal School Day

8:03 – 8:52	1 <sup>st</sup> Hour
8:55 – 9:44	2 <sup>nd</sup> Hour
9:49 – 10:38	3 <sup>rd</sup> Hour
10:41 – 11:30	4 <sup>th</sup> Hour
11:30 – 1:00	5 <sup>th</sup> Hour
11:33 – 12:00	1 <sup>st</sup> Lunch
12:03 – 12:30	2 <sup>nd</sup> Lunch
12:33 – 1:00	3 <sup>rd</sup> Lunch
1:03 – 1:52	6 <sup>th</sup> Hour
1:55 – 2:44	7 <sup>th</sup> Hour
2:45 – 3:15	Home Room

#### Schedule A Assembly Day

8:03 – 8:52	1 <sup>st</sup> Hour
8:55 – 9:44	2 <sup>nd</sup> Hour
9:49 – 10:38	3 <sup>rd</sup> Hour
10:41 – 11:30	4 <sup>th</sup> Hour
11:30 – 1:00	5 <sup>th</sup> Hour
11:33 – 12:00	1 <sup>st</sup> Lunch
12:03 – 12:30	2 <sup>nd</sup> Lunch
12:33 – 1:00	3 <sup>rd</sup> Lunch
1:03 – 1:52	6 <sup>th</sup> Hour
1:55 – 2:44	7 <sup>th</sup> Hour
2:45 – 3:15	Assembly

#### Schedule B Early Dismissal – ½ Day

8:03 – 8:32	1 <sup>st</sup> Hour
8:34 – 9:02	2 <sup>nd</sup> Hour
9:07 – 9:35	3 <sup>rd</sup> Hour
9:38 – 10:06	4 <sup>th</sup> Hour
10:09 – 10:37	5 <sup>th</sup> Hour
10:42 – 11:10	6 <sup>th</sup> Hour
11:13 – 11:45	7 <sup>th</sup> Hour

#### Schedule C Early Out Dismissal

8:03 – 8:46	1 <sup>st</sup> Hour
8:49 – 9:32	2 <sup>nd</sup> Hour
9:37 – 10:20	3 <sup>rd</sup> Hour
10:23 – 11:06	4 <sup>th</sup> Hour
11:09 – 11:52	HS 5 <sup>th</sup> Hour
11:09 – 11:39	JH Lunch
11:42 – 12:25	JH 5 <sup>th</sup> Hour
11:55 – 12:25	HS Lunch
12:30 – 1:13	6 <sup>th</sup> Hour
1:16 – 2:00	7 <sup>th</sup> Hour

#### Semester Day 1 Schedule

1 <sup>st</sup> Hour	8:05 to 9:35
3 <sup>rd</sup> Hour	9:40 to 11:10
JH Lunch	11:10 to 11:40
HS HR	11:15 to 11:40
JH HR	11:45 to 12:10
HS Lunch	11:40 to 12:10
5 <sup>th</sup> Hour	12:15 to 1:40
7 <sup>th</sup> Hour	1:45 to 3:09

#### Semester Day 2 Schedule

2 <sup>nd</sup> Hour	8:05 to 9:35
4 <sup>th</sup> Hour	9:40 to 11:10
JH Lunch	11:10 to 11:45
HS HR	11:15 to 11:45
JH HR	11:50 to 12:20
HS Lunch	11:45 to 12:20
6 <sup>th</sup> Hour	12:25 to 2:00

**MARISSA JR.-SR. HIGH SCHOOL  
BOOK RENTAL AND STUDENT FEES 2009-2010**

<b>Book Fees</b>	<b>Per Year</b>	<b>Agriculture</b>	<b>Per Sem</b>
Grade 7 & 8	70.00	Intro Ag. Industry	5.00
Grade 9 - 12	40.00	Agriculture Science	5.00
		Agriculture Operations	15.00
		Horticulture	10.00
<b>Family and Consumer Science</b>	<b>Per Sem</b>	<b>Science</b>	<b>Per Sem</b>
Family/Con Sci I & II	10.00	Biology	4.00
Foods I & II	10.00	Advanced Biology	4.00
		Chemistry I & II	4.00
<b>Business Fees</b>	<b>Per Year</b>	Physics	4.00
Accounting I & II	35.00	General Science	2.00
		<b>Art</b>	<b>Per Sem</b>
<b>Social Studies</b>	<b>Per Sem</b>	High School Art	10.00
Current Affairs	5.00		
Government	8.00		
		<b>Physical Education</b>	<b>Per Year</b>
<b>Math</b>	<b>Per Year</b>	P.E. Lock Fee	1.00
Consumer Math	15.00		
Applied Geometry	8.00	<b>Athletic Fee</b>	<b>Per Sport</b>
Geometry	8.00	Junior High	20.00
Algebra I	8.00	High School	25.00
Algebra II	8.00		
Algebra IB	10.00	<b>Band Fee</b>	<b>Per Year</b>
		Individual Contest fees Paid by Student Before Competition	
<b>Driver's Education</b>	<b>Per Sem</b>		
High School Students	50.00	<b>Student Initiated Schedule Change</b>	
		High School Student	5.00
<b>Lunch</b>		<b>All Club/Organization Dues</b>	
Student Lunch	2.30		
Adult Lunch	2.75	<b>Photo Copy Charge</b>	\$.50/page
Milk (extra)	.40	<b>Parking Permit</b>	5.00
		<b>Replacement Handbook</b>	5.00
<b>Replacement of Student I.D. / Lunch Cards</b>			
All Grades	5.00		
<b>Industrial Arts</b>			
Lumber is purchased by the student			

### **GREETINGS FROM THE FACULTY/STAFF**

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

### **GENERAL CLASS RULES**

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

## HOW TO TALK TO YOUR SCHOOL

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

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

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

### **DISCLAIMER**

***This handbook is not intended to create a contractual relationship with the student, nor does it represent all school policies in their entirety, and may change at any time; rather it is intended to describe the school, it's current practices, procedures, rules and regulations. Membership or participation in school-sanctioned activity is a privilege and not a property right.***

### **GENERAL ITEMS**

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

**ACTIVITIES AT SCHOOL** – (For any scheduled activity.)

1. Once students or guests enter the school they must remain inside. If the student or guest goes outside the building, he or she will not be allowed to return.
2. For activities where a guest is permitted, only one guest (per student) may be admitted if accompanied by a student of this

school. No guest will be permitted without the proper form being submitted to the principal.

3. State Law prohibits any use of tobacco products on school property.
4. No one will be permitted to enter the building showing any evidence of having consumed alcohol or drugs. Guilty students will be subject to disciplinary action.

**ANNOUNCEMENTS** - Notices of meetings, athletic and social events, general information, and specific instructions are announced on the public address system during homeroom. Printed copies of announcements will be available in the Office. A monthly calendar of activities will be provided to each instructor. Items to go on the calendar should be submitted to the Office.

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

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

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

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

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

**ATHLETIC PARTICIPATION FEE** - The Board of Education has adopted an athletic participation fee for each student in each sport. The fee is \$20.00 for junior high students and \$25.00 for high school students. It is non-refundable and non-transferable. The fee will be assessed after the final roster cuts have been made. No student will be allowed to participate in any contests until his/her fee has been paid.

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

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

**CAFETERIA** - Balanced meals are offered daily at lunch break in the cafeteria. Students are expected to eat their lunch in the cafeteria regardless of whether purchased at school or brought from home. Students are expected to add money to their lunch accounts from 7:30 a.m. – 8:00 a.m. in the cafeteria. (NOT AT LUNCH TIME) Lunch purchases will be with I.D. card only - **No cash**. Students are expected to maintain courteous behavior during lunch and to assist in keeping the cafeteria clean and well kept for all to enjoy. If a student has lost his or her I.D. card, a new card will be required to replace the lost I.D. card at the price of \$5.00. If a student does not have their I.D. and meal ticket with them at lunchtime, they will be required to wait until the end of the lunch line to purchase food. Students will not loan their I.D. cards or purchase items for others. It is the student's responsibility to make sure there are adequate funds in his/her account to purchase items for lunch. Ala carte items are extra items to be purchased; they are not included with the meal. If a student does not have enough money in their account to purchase both ala carte items and a meal, the student will be sold the meal only. If a student or parent has any questions about cafeteria concerns, these concerns should be brought to the attention of the cafeteria director.

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

**CLASS AND ORGANIZATIONAL FUNDS** - All class and organizational funds are to be deposited in the Office. They will be credited to the proper accounts and receipts issued. A class or organization wishing to

make a purchase, donation, or contract with any agency for service or merchandise must have approval of its sponsor, who must verify that funds are available in the account, and acquire approval from the principal, and a purchase order. Individual class/organizational treasurers and sponsors are responsible for keeping accurate records of all deposits and purchases. Students are not to handle money. This is the responsibility of the sponsor.

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

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

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

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

**DEFICIENCY REPORTS** - Warning notices are mailed out to parents at mid-quarter when the quality of the student's work is at the failing point or considerably below the level of expectation. Parents are to sign the deficiency report and have the student return it to the respective teacher. Parents are urged to contact their student's teacher if academic problems occur. Please make arrangements through the office.

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

The following guideline will be used when participation or attendance at activities is denied: 10 points--may be denied assemblies and dances; 15 points--may be denied assemblies, dances, and class trips; 20 points--may be denied assemblies, dances, class trips, and participation in athletics; 25 points--may not attend any extra-curricular activities.

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

Except for points applying to overnight trips, students may eliminate four points for each month without a discipline referral.

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

**E-MAIL ADDRESSES** – All teachers at MJSHS have district provided e-mail accounts in order to facilitate communication between parents and teachers. A list of these addresses is available in the main office and on the school website ([www.marissa40.org](http://www.marissa40.org)).

**EMERGENCY DISMISSAL OF SCHOOL (Snow Days)** - School will be closed if the roads are too dangerous for buses to travel. Radio stations KMOX -1120 AM, and T.V. Station KMOV #4 will carry the announcements between 5:30 a.m. and 7:15 a.m. Please do not call the school to see if school is in session, as the telephone is needed for emergencies.

The school also has an automated emergency phone system that will notify all students/parents of school closings and/or important school related items. The automated message is sent to the number(s) listed on the student's emergency card.

**EQUAL RIGHTS** – Marissa Community School District #40, St. Clair County, Illinois provides vocational and educational opportunities for all students who are residents of the district without regard to race, color, religion, sex, national origin, language barrier, ancestry, ethnicity, economic and social conditions, actual or potential marital or parental status, or physical and mental handicap or disability. MCUSD recognizes that students may have special needs that come under the categories of State of Illinois IDEA or United States 504 mandate, and MCUSD will address these needs to the limit of the school's abilities. Students, parents, guardians, employees, or community members should notify the District Superintendent or Complaint Manager, if they believe that the School Board, its employees, or agents have violated

their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy or have a complaint regarding:

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

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

1. Filing a Complaint – A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.
2. Investigation – The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in

accordance with Section 3 of this Policy. The Superintendent will keep the Board informed of all complaints.

3. **Decision and Appeal** – Within 5 school days after receiving the Complaint Manager’s report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager. Within 5 school days after receiving the Superintendent’s decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board’s decision, the Superintendent shall inform the Complainant of the Board’s action.

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

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

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

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

An eligible student under 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing

manual tasks. MCUSD will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504. For the districts policy regarding Section 504 and the ADA, grievance procedures, or to make a referral, contact the school office.

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

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

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

- A. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang.
- B. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang, and
- C. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: soliciting others for membership in any gangs, requesting any person to pay protection or otherwise intimidating or threatening any person, committing any other illegal act or other violation of school district policies, or inciting other students to act with physical violence upon any other person.

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

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

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

**HAZING PROHIBITED** - Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any

organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the extra-curricular activities

- Conference with parent(s)/guardian(s)

- Referral to appropriate law enforcement agency

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

- Suspension for up to 10 days

- Expulsion for the remainder of the school term

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

**I.D. CARDS** - Students must display I.D. cards at all times during the school day. Students not displaying ID cards will be subject to disciplinary action. (W,D,S,1)

**ILLNESS IN SCHOOL** - Students who become ill at school must report to the Office. Students may not leave the building because of illness without authorization. If it is necessary to go home, the parents will be called by the Office or school nurse and the student should be signed out. Failure to follow this procedure will be considered truancy.

**IMMUNIZATIONS** - Each student must submit proof of current immunizations as required by the Illinois Department of Public Health to be admitted in school. Students transferring to Marissa Jr./Sr. High School will be allowed 30 calendar days to submit health records. After the 30-day period, students will not be allowed to attend school until the appropriate health records are submitted to the Office.

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

**INTERNET/ COMPUTER USAGE** - All students will be required to sign a computer/internet contract with Marissa Jr.-Sr. High School before access is permitted. The Internet is to be used solely for educational research. Unauthorized usage, downloading, or uploading will result in termination of privileges and possible disciplinary actions that may include suspension or expulsion. The full internet/computer usage policy is on pages 49-51 of the student code of conduct of the handbook.

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

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

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

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

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

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

1. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
2. Written permission must be received from the parent or guardian detailing the name of the drug, dosage, and time interval medication is to be taken along with any potential side effects. Written permission must be signed and dated by the parent or guardian.
3. Aspirin will only be issued at school if student brings it to

school in its original container with a consent form signed by parent. (Consent forms are available from the nurse.)

4. All medicines must be placed in the nurse's office.
5. A pass will be required to leave and return to class.

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

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

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

**PARKING LOT** - Students driving to school must park in the student parking on the west side of the Jr./Sr. High School building. Parking should be in designated rows parallel with the building. Students are not permitted to park or be on the teacher parking lot at anytime.

**PASSES** - Students are not permitted outside their class area during class periods unless they have a pass from an authorized staff member. If you wish to see a teacher during his/her conference period, you must arrange for this in advance. The teacher must give you a pass permitting you to be excused from study hall. You must deliver this pass to your study hall teacher at the beginning of the study hall period. Passes cannot be given by the study hall teacher to leave study hall. Only a teacher may give passes out of a class or study hall.

**PHONE CALLS** - Students may use only the pay phone which is located at the student parking lot entrance with prior permission from the office. Calls are limited to two minutes.

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

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

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

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

**RADIOS/TAPE PLAYERS** – IPOD's, Radios, Cameras, Tape/CD players, MP3 players, other similar devise, and/or pagers are not permitted in school. Not only do they disturb classes, they are often lost or stolen. Radios and other items that interfere with the classroom will be confiscated by the teacher and turned in to the office. See page 56

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

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

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

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

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

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

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

**SENIOR TRIP** - Senior trips will be less than 24 hours in length.

**SIGN IN/SIGN OUT** - A sign-in/sign-out register is maintained in the office. Students arriving after 8:03 a.m. must sign in. Students leaving before 3:09 p.m. must sign out. If a student returns to school after signing out, they must sign in.

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

**STUDENT SEARCHES** – MCUSD has adopted this policy for the safety and supervision of students, to maintain discipline and order in school, and to provide for the health, safety and welfare of students and staff. To maintain order and security in the school, school authorities may

inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectations of privacy in these places and areas or in their personal effects left in these places and areas.

- a. Student Searches – Student or student property may be searched based on reasonable suspicion that a student may have drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or items evidencing of a violation of school policy, local, state or federal. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, bags, wallets, purses, remove jackets, coats, shoes and other articles for examination if reasonable under the circumstances.
- b. Lockers – Lockers are owned and controlled by the school for use and benefit of the students. Lockers are subject to periodic inspection by school officials without notice, therefore students should have no expectation of privacy when using school lockers. Inspections can be held without notice, without student consent, and without a search warrant. At the discretion of the Administration, students may or may not be present during locker searches.
- c. Automobiles – Students are permitted to park on school premises as a matter of privilege, not a right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student’s automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

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

**STUDENTS IN BUILDING** - No student should be in the building before 7:45 a.m. unless requested by a teacher, or his/her bus came in early, or he/she has been issued a pass at the request of his/her parents. After arriving on school grounds, students are not allowed to leave unless permission is granted from the Office. No student except those

attending detention hall should be in the building after 3:30 p.m. unless requested by a teacher or participating in a supervised activity. Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment clean and in proper condition to resume school the next day.

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

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

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

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

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

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

1. Students should provide a written note, from a parent, stating the reason, date, and time their student should be allowed to leave school. Students should bring this note to the office before school starts. Parents may also call the office to notify the school of their child's need to leave school.

2. Students will be called to the office when it is time for them to leave and to sign out.

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

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

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

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

Excessive tardies may result in an In School or Out of School Suspension.

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

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

**Planned Absences** Students may take one (1) Planned Absence per school year. All planned absences requested after the first has been taken will be evaluated on an individual basis by the administration to determine if it will be approved or denied. A teacher's signature is required for approval to miss assignments for that class. A teacher may not sign the sheet if the assignment cannot be made up and the

student's academic progress will be affected by the missed assignment or if the student has circumstances that have happened in the classroom. Ex: Tardies to class, missed assignments, poor classroom behavior, poor attendance, lack of effort, etc. If a teacher chooses not to sign the sheet, then the work may not be made up for that class. Students are to retrieve a form from the school office to gain permission for the Planned Absence. The form is to be filled out by the parent/student and then signed by the indicated people at school. Students will not be granted approval for a Planned Absence request if they have been excessively absent during the school year or if they do not turn the completed form into the office a minimum of three (3) school days prior to being gone from school. Being absent after being denied permission for a Planned Absence will result in unexcused absences being assigned and may result in disciplinary consequences for truancy.

**Truancy** - (the act of unauthorized absence from classes for any period of time) All students must sign-out in the Office after permission has been granted to leave.

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

Citizenship and moral responsibilities:

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law which apply to the conduct of students.
2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Student's conduct shall reflect consideration of the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

**STUDENT TRANSPORTATION FOR SCHOOL ACTIVITIES** - The school district provides transportation for all participants who are

representing the school district at interscholastic events and other school sanctioned trips. The following rules apply:

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

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

#### **STUDY HINTS**

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

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

**SUPPLIES** - All students are required to furnish a pencil and/or pen and paper for each of their classes. Failure to bring supplies to class may result in a failing grade for the day.

**TESTING SERVICES** - Testing covers all grades. Pupils are tested for scholastic ability and achievement. Tests help the teachers to know

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

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

**VISITORS** - The school policy is to accept only those visitors who have legitimate business and who have registered in the office at the time of their visit.

## **GUIDANCE INFORMATION**

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

### **ENROLLMENT**

#### **Policy**

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

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

1. Complete transcripts must be sent from previous school.
2. Documentation of residency must be presented.
3. Copy of birth certificate must be presented.
4. All health records including immunization records must be sent from previous school.

5. A student that has been expelled from a previous school will not be considered for admission to Marissa C.U.S.D. #40 until the length of the previous expulsion has expired. After the expiration date of the expulsion, a hearing may be held to consider the admission.
6. Students that have been suspended from previous schools must complete the suspension time before admission to Marissa C.U.S.D. #40.

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

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

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

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

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

## **STUDENT CLASSIFICATION**

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

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

**Junior High School** - Junior high students will receive one unit of credit per quarter for each subject that is completed successfully. Of the 28 possible credits, a student must earn a minimum of 20 credits in order to be promoted to the next grade. Four credits are available through the course of the school year in each of the following areas: reading, math, science, social studies, language arts, PE/health, and electives.

### **ACADEMICS**

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

<b><u>Quality of Work</u></b>	<b><u>Letter Grade</u></b>	<b><u>Percentage</u></b>	<b><u>Grade Point</u></b>
Highest	A	95-100	4.0
	A-	93-94	3.6
	B+	91-92	3.4
Above Average	B	88-90	3.0
	B-	86-87	2.6
	C+	83-85	2.4
Average	C	79-82	2.0
	C-	77-78	1.6
	D+	75-76	1.4
Below Average	D	72-74	1.0
	D-	70-71	0.6
Failing	F	00-69	0.0

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

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

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

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

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

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

## SCHEDULING

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

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

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

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

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

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

To be exempted from physical education for any of the above stated reasons, the student must enroll in a credited course in lieu of the

physical education class. A physical education exemption form is available in the guidance office, and must be submitted during the regular scheduling process.

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

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

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

### **BECK CAREER CENTER**

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

#### **Enrollment (and Attendance Policy) for Beck Vocational Classes**

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

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

## GRADUATION

**Requirements** - Required to complete 22 credits of coursework.

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

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

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

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

1. All requests will be considered on an individual basis. Decisions will be made on what is best for the student and the school district.
2. Written requests will be made to the principal no later than the first Monday in December.
3. All requests for early graduation will be considered at the December board meeting.
4. Students requesting early graduation are asked to attend the December board meeting with their parents to answer questions and discuss the reasons for the request.
5. Requests made after the December deadline will be denied.
6. A student's total record will be taken into consideration. This includes grades, attendance, disciplinary problems, etc.
7. Graduation only for the purpose of seeking employment will not be considered unless extenuating circumstances exist.

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

## STUDENT RECORDS

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

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

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

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

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

- Student permanent record information maintained includes:
  1. Basic identifying information, including student and parent names, addresses, birth date and place, and gender
  2. Academic transcript, with grades, class rank, and grade level
  3. Attendance records, accident reports, health records, record of release of permanent information
- Student temporary record information maintained includes:
  1. Family background information

2. Intelligence test scores, aptitude test scores, and achievement test results
3. Reports of psychological evaluations
4. Participation in extra-curricular activities
5. Honors and awards received
6. Teacher anecdotal records
7. Disciplinary information
8. Special education files
9. Other verified information of clear relevance to the education of the student
10. Any verified reports or information for non-educational persons, agencies, or organizations

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

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

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

### **POST-HIGH SCHOOL PLANNING**

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

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

College days are designed for students to visit colleges for the purpose of meeting with admissions counselors, and must be arranged through the guidance office. At least one parent/guardian must accompany the student on the college visit.

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

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

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

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

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

## STUDENT CODE OF CONDUCT

**DETENTIONS** - Detentions are held on Tuesdays and Thursdays of each week after school from 3:11 to 4:01 p.m. Students are expected to be in the detention classroom, seated, and with enough study material to keep them busy for the entire detention. Failure to do so will result in the student being removed from the detention and credit will not be given for serving the detention.

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

- The student is to be in the classroom and seated by 3:11 p.m., with ample study materials and supplies to keep them busy for the length of the detention period.
- The student is not to talk or communicate in any way with other students serving a detention without permission from the supervisor.
- Students who fail to follow any of these rules will be removed from the detention room and will not receive credit for serving the detention.

**SATURDAY SCHOOL-** Saturday School will be used as a supplemental consequence for offenses that can result in out-of-school suspension. Students assigned a Saturday School will be required to attend school from 8:00 AM until 11:00 AM and be prepared to study during the time the student attends. A student may be assigned a Saturday School at the discretion of the principal for any offense, but examples are, but are not limited to: multiple detentions, failure to serve detentions, excessive behavior problems, failure to work academically in a class or classes, etc. If a student fails to serve a Saturday School, or is removed from Saturday School, then a recommendation for suspension may occur. Consequences for not attending Saturday School or being removed are:

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> offense: | 1-3 days out-of-school suspension                                   |
| 2 <sup>nd</sup> offense: | 3-5 days out-of-school suspension                                   |
| 3 <sup>rd</sup> offense: | 5-10 days out-of-school suspension and recommendation for expulsion |

If a student is removed from Saturday School, the parents will be notified and must pick up the student immediately. If no parent is available, the police may be called to help in the removal of the student.

**It is the responsibility of the parents to make sure the student arrives on time for Saturday School and is prompt in picking up the student at the conclusion of the time served. Lateness in arrival or pick up will result in another Saturday School being assigned.**

**TIME-OUT CLASSROOM** - The Time-out classroom will be used as a supplemental consequence for offenses that can result in out-of-school suspension. Students assigned to the Time-out classroom will be required to read, understand, and sign a rule sheet prior to serving their consequences in the Time-out classroom. Some components of that rule sheet are, but are not limited to, severely restricted social interaction with other students, solitary lunch, and being required to be working on academic work the entire time. Students will be allowed to receive credit for work completed in the Time-out classroom. Consequences for not following Time-out classroom rules:

- 1<sup>st</sup> Offense: 3 days of out-of-school suspension.
- 2<sup>nd</sup> Offense: 5 days of out-of-school suspension.
- 3<sup>rd</sup> Offense: 10 days of out-of-school suspension with a recommendation for expulsion.

Accumulating ten (10) days of Time-out Classroom Supervision will result in an Out-of-School Suspension with a Recommendation for Expulsion.

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

**SUSPENSION** - The term "suspension" means any disciplinary action whereby a student is separated from attending school for a period of 10 days or less and is commonly referred to as an Out-of-School Suspension. Students may be suspended for gross disobedience or misconduct. Students who are suspended out-of-school may not attend evening activities at school or practice with athletic teams or other school groups and cannot be on school property without special permission from the principal. A parent conference will be held in person before the student is allowed to return to school. Students may be considered for recommendation to the Board of Education for expulsion if they commit more than four (4) suspendable Offenses or are suspended for more than ten (10) days during the course of the school year.

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

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

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

When this occurs the following steps will be taken:

1. The first time the teacher will give the student a hall-pass to report to the Time-out Classroom for the remainder of the class and assign the student to an after-school detention (D). In addition, the teacher will notify the office by completing a Disciplinary Referral Form by the end of the teacher's workday and giving it to the principal's secretary. The secretary will record the incident in the student's disciplinary file. A copy of the referral is mailed home.
2. The second time a student is given a referral from class during a semester, the teacher will have a parent conference by phone or in person before the student is allowed to return to the classroom. It is the responsibility of the teacher to notify the Time-out Classroom supervisor how long the student will be assigned to the Time-out classroom. No more than two (2) days may be assigned by the teacher. The principal will be notified by the teacher when the conference has taken place. If it is in person, the teacher may request the principal to attend the

- conference. A copy of the referral is mailed home. Student will be assigned two (2) after-school detentions.
3. The third time a student is given a referral from a given class in a semester, the student will be assigned to the Time-out classroom for five (5) complete class periods. During that time a parent conference will be held to determine if the student is to be allowed back into the classroom. A copy of the referral is mailed home. Student will be assigned three (3) after-school detentions.
  4. The fourth time a student is given a referral from a given class in a semester, the student will be assigned to the Time-out classroom for ten (10) days and/or removed from the class without credit for the remainder of the semester.

Note: If a student is removed from three classes (four classes if taking seven classes), a recommendation for expulsion shall be made to the Board of Education. The Expulsion Hearing will be held within the ten day period where possible, but not later than twenty (20) days. The decision of the Board of Education shall be final. A copy of the referral and notice of the Expulsion Hearing shall be sent home by certified mail.

### **INFRACTIONS AND CONSEQUENCES**

The punishments listed after each violation are guidelines for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> offenses. Students readily admitting guilt may receive lesser punishments than those listed, and certain infractions may receive consequences more or less severe than those listed, depending on individual circumstances. Habitual offenders may also receive harsher consequences than those listed. These examples may not be the only acts for which suspensions or expulsions are warranted. As conditions warrant, the administration may add other infractions and consequences for the protection and welfare of students and staff. (W = Warning, D = Detention, S = Saturday School, a number means the amount of days assigned to the Time-out Classroom or an out-of-school suspension at the principal's discretion, and RE = ten (10) days suspension from classes with a Recommendation for Expulsion.) An example for clarification purposes: A student who willingly participates in a fight for the 2<sup>nd</sup> time in a school year can expect to be in the Time-out Classroom for ten(10) school days or an out-of-school suspension for ten (10) days, at the discretion of the principal.

**ACADEMIC AREA** – No food or beverages are allowed in the academic area. This includes but is not limited to gum, candy, water bottles, soda, etc.

**ALCOHOL** - The use of alcoholic beverages just prior to coming to school and school activities; the use of or possession of alcoholic beverages on school property or at school activities. (3,5,10 and notification of police)

**ARSON** - The willful and malicious burning of, or attempt to burn any part of any building or property of Marissa Jr./Sr. High School. (Expulsion & notification of police)

**ASSEMBLY DISRUPTION** – Unacceptable conduct which may embarrass the participants or detract from the performance, such as inappropriate comments, throwing coins, whistling, rowdiness, and uncalled for clapping. (W, may not attend future assemblies)

**BANNED ITEMS** – Possession of radios, CD players, tape recorders, beepers/ pagers, hand held game devices, or any other electronic device which can distract from the educational process is not allowed on school property. These items will be confiscated and turned over to the police. The student's parents or legal guardians must retrieve these items from the police station. School officials have the right to search a student's book bag, coat, purse, locker, wallet, car, and etc. if there is reasonable ground that the student may have violated school rules. (W, D, S, 1)

**BATTERY** - The act of involving hostile bodily contact where blows are received at school, on school property, or going to and from school. (This includes all school-sponsored activities here and at other locations where MJSHS is a participant.) Failure to stop fighting when directed by staff will double the consequences. Due to the difficulty often involved in determining who started a fight, both parties may be considered equally guilty. Injuries requiring medical attention may result in a call to the police according to the reciprocal reporting agreement in Illinois School Law.

- a. Instigator - the one who clearly swings, slaps or pushes first (5,10,RE)
- b. Participation - to actively participate in a fight (3,5,10)
- c. Self-defense - the use of limited aggression to avoid further bodily harm as evidenced by witnesses, usually preceded by comments of non-participation. (W,D,S,2)
- d. Aggressive Behavior – verbal or physical aggression that could lead to a possible fight. Examples are: face-to-face arguing, pushing, verbal statements intending to provoke another student, students that get involved verbally to encourage a fight, etc. (W,D,S,1,2)

**BULLYING** – to use one's size or perceived status to coerce others to do what they would not do voluntarily. A bully may use violence, noise, coercion, threats, intimidation, fear, or other comparable conduct. Students who demonstrate behaviors that may put them at risk for aggressive behavior, such as those defined in this policy, may be referred to the appropriate district personnel for intervention steps to prevent any such activity. Students who are guilty of bullying will be required to meet with the school social worker. Parents will also be contacted by school administration. (D,S,1,3,5,10)

## Consequences for Bullying

### **Verbal Bullying / Exclusion**

First Time: Warning and/or Detention, Notify Parent, Loss of Privileges

Second Time: Detention/Saturday School, Notify Parent, Loss of Privileges

Third Time: Suspension, Notify Parent, Loss of Privileges, recommendation for possible Expulsion

### **Physical Bullying / Hitting**

First Time: 1-3 Days Suspension, Notify Parent, Meeting with Principal and Counselor, Notify Police

Second Time: 5-10 Days Suspension, Notify Parent, Meeting with Principal and Counselor, Notify Police

Third Time: 10 Day Suspension with Recommendation for Possible Expulsion, Notify Parents, Notify Police

### **Severe Hitting, Threats of Serious Violence, or Severe Harassment**

First Time: Recommendation for Expulsion, Notify Parent, Notify Police

Second Time: Recommendation for Expulsion, Notify Parent, Notify Police

Third Time: Recommendation for Expulsion, Notify Parent, Notify Police

**CAFETERIA** - Any activity that creates a disturbance in the cafeteria, such as throwing food, leaving trays, cutting line, or inappropriate table manners. (D,1,3,5)

**CHEATING** - Academic misconduct including the use of unauthorized material, plagiarism or assistance on tests or assignments. No credit will be given for this work. (D,S,1,3)

**CHRONIC MISBEHAVIOR** - When a student has been given several referrals by several teachers for chronic disruption of class the principal will handle the discipline of the student as follows:

- a. 3 - referrals - 1 day Time-out
- b. 6 - referrals - 3 days Time-out & Parent Conference with teacher and principal
- c. 9 - referrals - 5 days Time-out
- d. 12 – referrals - 10 days Time-Out and Recommendation for Expulsion
- e. Students who are chronically disruptive or guilty of gross misconduct may be recommended to the Board of Education for expulsion.

**COMMUNITY COURTESY** - Any behavior that reflects negatively on MJSHS, such as swearing at people from the bus or being rude or disrespectful to people visiting MJSHS. (D,S,1,3)

**DRESS CODE** - A student's attire and grooming shall be in the best interest of the school with respect to health, welfare, and safety of the individual and student body and must not interrupt the orderly process of education. Shoes, sandals, or equivalent shall be worn to prevent the spread of disease. Protective attire shall be worn in those classes that require protection for the safety and well being of the student. **Schools are to be proper models of society, and as such must maintain higher standards than exist in many communities.** We, therefore, expect our students to dress in an appropriate manner at school. Clothing that is distracting, indecent, or has obscene or improper insignia on it should not be worn at school. (W,D,S,1,3,5,10)  
Specifically:

- A. Students shall be covered from shoulder to lower-thigh.
- B. Shorts worn to school must be long enough to reach the lower-thigh area.
- C. Only neckline shirts may be worn to school. No scoop neck shirts or shirts that show cleavage may be worn to school.
- D. Students shall not wear halter, tube, or midriff shirts unless worn under a proper shirt, blouse or other attire. All tops shall gather under the arm. No underwear or bra straps shall be exposed at any time. All shirts must be long enough to be tucked into pants.
- E. Mesh or net shirts may be worn only over another shirt.
- F. Hats, caps or sunglasses shall not be worn in the building on any regular school day from the time students arrive at school until the time they leave the building.
- G. Bandanas, scarves or other material that cover a significant portion of a student's head are not to be worn in the building.
- H. Clothing that advertises or promotes drugs, alcohol or tobacco shall not be worn at school.
- I. Clothing having slogans of a vulgar or obscene nature, or which advocates disruptive behavior, racial or ethnic intimidation, or other criminal behavior is improper and shall not be worn at school.
- J. Wallet chains (or any other decorative chains, ropes, or cables) of any length or style that may pose a safety hazard are inappropriate and may not be worn at school.
- K. Coats, coveralls or any outdoor "second layered" clothing items that disrupt class will be prohibited. Students must store these items in their locker during classroom instructional time.

The school administration will make all final judgments of what is considered inappropriate. If a student is determined to be wearing clothing or attire of an unacceptable nature (either by its form, message, or general appearance), the student will be asked to change into other acceptable clothing or attire. If alternative clothing or attire is unavailable, the student will be asked to call home and arrange for a

parent to bring alternative clothing or the student will be provided alternative clothing to wear while at school if possible.

**DRIVING VIOLATIONS** - Improper operation of motor vehicle and/or improper parking on school property, to and from school, or at any school activity. (Verbal Warning and/or notification of police and/or loss of driving privileges for one (1) week, one (1) month, rest of year and/or 1<sup>st</sup> month of the next school year.)

**DRUGS** – the following information is specific to drug offenses and their prevention. MJSHS bans the following activity related to drugs: possession, being at school under the influence of or after just having used and/or ingested drugs, use of drugs on campus, and possession of drug paraphernalia. Drugs are defined as any stimulating, depressing, or behavior altering substance (or look-alike substance). This policy includes a ban on the use of medication without the knowledge and/or involvement of school nurse or other appropriate school personnel.

Student found responsible for committing these above described acts of misconduct will be suspended from school for ten (10) days and recommended to the Board of Education for expulsion from school. In some cases a student will be offered the opportunity to participate in a drug dependency assessment and required treatment in lieu of expulsion in a facility/program approved by the school district administration. This option will be extended at the discretion of school administration. Factors influencing this decision will include but not be limited to the severity of the drug related misconduct and the student's previous disciplinary record prior to the drug related misconduct. Participation in this option will be optional on the part of the student and his/her parent(s)/guardian(s). Any and all costs related to the assessment and/or treatment will be paid by the parent(s)/guardian(s). If the student does not meet the requirements of the assessment and/or treatment program, he/she will be immediately recommended to the Board of Education for expulsion from school. Notification of Police.

If a student exhibits behaviors that indicate he/she may be under the influence of alcohol or other drugs, he/she will be referred to the nurses' office, social worker or principal. A nurse with a social worker and principal will conduct a physical assessment including a standard field sobriety test. If this multi-disciplinary team determines that there is strong suspicion the student is under the influence an attempt to notify the parents or legal guardian will be made. A professional drug test is necessary to prove/disprove the presence of other illegal drugs. Parents may have their student tested at a lab designated by Marissa Jr./Sr. High School. The names of the approved facility can be obtained from school administration. This test must be done prior to the end of the day that the parent is notified that the student may be under the influence. If any test or assessment is positive for alcohol or other drugs, or the parent and student refuse the tests, there will be a 10-day suspension and recommendation for expulsion. If the test results are negative the school will expunge the suspension from the student's record.

Students that smell of marijuana at school or at school activities will also be given disciplinary action. (10 and recommendation for expulsion to the Board of Education)

**ELECTRONIC COMMUNICATION DEVICES** - Student may bring cell phones to school under the following guidelines:

- a. All cell phones must be left in the student's locker during the course of the school day.
- b. All cell phones must be turned off while at school.
- c. Student needing to make phone calls during school hours must follow the regular procedures for using a school phone. Students may not use cell phones during school hours.
- d. Any student found to be carrying a cell phone will have that cell phone confiscated and assigned disciplinary consequences.
- e. Any student found to be using a cell phone during school hours, without permission from the office, will have the cell phone confiscated and returned at the end of the day. Student will not be allowed to bring it back to school.
- f. Students may carry cell phones to extra-curricular activities in order to communicate with parents or guardians. Students are expected to follow the coach/sponsor's directions on cell phone use during extra-curricular activities.
- g. Students may not take, or use, cell phones on school-sponsored field trip activities.

While the school understands the need for some students to have a cell phone at school for emergency purposes, cell phones at school can be used for purposes other than emergencies. There is no need for a student to be talking on a cell phone during the school day or text messaging anyone during the school day. Improper use of a cell phone only hurts those who use it properly. The school encourages parents to talk to their Child(ren) about the proper use of the cell phone while it is at school. If your Child(ren) use a cell phone improperly, then the following consequences may take place:

**Cell Phone on Person:**

1<sup>st</sup> offense – Saturday School and cell phone must not return to school.

2<sup>nd</sup> offense – One Day of ISS/OSS and cell phone must be picked up by a parent. The cell phone may not return to school for the remainder of the school year.

3<sup>rd</sup> offense – 3-5 days ISS/OSS and cell phone will be kept for one month from the time of the infraction. The cell phone may not return to school for the remainder of the school year.

**Cell Phone Used at School Without Permission:**

1<sup>st</sup> Offense: One Day ISS/OSS, A parent must pick up the cell phone from the office and the cell phone may not return to school for the remainder of the school year.

2<sup>nd</sup> Offense: 3-5 Days ISS/OSS The cell phone is kept for one month from the date of the infraction, a parent must pick the cell phone up at the end of the month and the cell phone may not return to school for the remainder of the school year.

3<sup>rd</sup> Offense: 5-10 Days ISS/OSS. The cell phone will be kept for three months, a parent must pick up the cell phone at the end of the three months and the cell phone may not return to school for the remainder of the school year.

**If the offense occurs late in a school year, more severe consequences may occur. Any further offenses will result in the cell phone being kept for the remainder of the school year and/or severe consequences.**

**EXTORTION** - Forcing other students to give you things of value, service, or money, unless both parties enter into the agreement freely and without the presence of an implied threat or expressed threat. (1,2,5)

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

**FIREWORKS** - Possession or use of any exploding or smoke device on school property. (3,5,10)

**FORGERY** - To falsify information. This includes changing grades, having someone other than your legal guardian sign a note or call the school to excuse you from school, and misrepresenting other data. (1,3,5)

**GAMBLING** - To gamble for money or other valuables on school property. (W,D,S,1,2)

**HALL COURTESY** - Excessive noise, running, pushing, blocking traffic. (W,D,S,1)

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

- a. Sexual harassment - inappropriate comments, gestures, advances, or touching that is unwanted by the victim that could be interpreted as sexual in nature. This is a serious offense, and should be reported immediately. (D,S,1,3,5,10)

- b. Cultural harassment - inappropriate comments or actions, such as hand signals or symbols that demean a particular culture, religion, race, or group. (D,S,1,3,5,10)
- c. Slander-libel - to spread rumors or gossip verbally, or in writing to purposely defame the character of another student. (W,D,S,1)
- d. Name-calling - to call other students degrading or disrespectful names. (W,D,S,1)
- e. Hazing - demeaning behavior towards other students. (W,D,S,1)
- f. Threatening - to threaten or intimidate another student with physical harm. (W,D,S,1)

**HORSEPLAY** - Undue pushing, shoving, hitting, etc. done in jest that may cause an accident or a fight to result. (W,D,S,1) Should an injury occur the person(s) responsible might be suspended. (1,3,5)

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

**Terms and Conditions**

- 1. **Acceptable use** - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
- 2. **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School Administration will make all decisions regarding whether or not a user has this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.
- 3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network.  
Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
  - c. Saving copyrighted material for other than personal use.
  - d. Using the network for private financial or commercial gain.
  - e. Wastefully using resources, such as file space.
  - f. Hacking or gaining unauthorized access to files, resources or entities.

- g. Invading the privacy of individuals, this includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature.
- h. Using another user's account or password.
- i. Posting material authored or created by another without his/her consent.
- j. Using the network for commercial or private advertising.
- k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- l. Using the network while access privileges are suspended or revoked
- m. Students are not to bring food, drinks, gum, or candy of any kind into the computer lab.
- n. **NO games** will be allowed except Educational games that are integrated into the lesson plans.
- o. **NO e-mail** will be allowed of any sort.
- p. **NO instant messaging** will be allowed.
- q. **NO posting on message boards** will be allowed.
- r. **This list is not all-inclusive. Any other misuse of the Internet deemed inappropriate by school personnel, may result in disciplinary action.**

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

- 4. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delay, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or Quality of information obtained through its services.
- 5. **Compensation** - The user agrees to compensate the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the Authorization.
- 6. **Security** - Network security is a high priority. If students can identify a security problem on the Internet, they must notify the system administrator or school administrator. Students should not demonstrate the problems to others. Students should keep their accounts and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will

result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

7. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This included, but is not limited to, the uploading or creation of computer viruses, unplugging or tapping with wires.

#### **Internet Safety**

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

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

#### **STUDENTS MAY NOT USE OR GO TO THE FOLLOWING:**

- |                         |                     |
|-------------------------|---------------------|
| ▶ E-Mail                | ▶ Message Boards    |
| ▶ Log-In on any account | ▶ Instant Messaging |
| ▶ Game Sites            | ▶ MySpace           |

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

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

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

**LITTERING** - To willfully throw trash items on school property or on private property to and from school. (W,D,S,1) Trashing the hall. (D,S,1,3)

**LOITERING** - Standing around in the rest rooms, parking lot, or in other areas deemed off limits. (W,D,S,1)

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

**OBSCENITY** - Using obscene, profane, vulgar or otherwise language contrary to the language stated elsewhere in this handbook, verbally, in writing, in drawings, or in gestures. This includes any act that offends commonly recognized standards of sexual conduct, such as possession of obscene pictures or "mooning". (D,S,1,2)

**OBSTRUCTING JUSTICE** - To withhold information, lie to protect yourself or another student, or to act as a look out to keep friends from being caught for a rule violation. False Report – making false accusations, falsely reporting incidents, or telling a lie that would affect the welfare of others. (W,D,S,1)

**OUTSIDE BEVERAGES** - No outside beverages are allowed in the building at any time. The only exceptions are beverages brought from home in a lunch to be consumed during the lunch hour only and water bottles that are in their original containers that have a clear outside covering. A student who purchases a school lunch may not bring a beverage from home to be consumed during lunch. NO cups and bottles of any kind may be brought into the building at any time during school hours. (W,D,S,1)

**PLAGIARISM** – To falsely submit or use another's material or work and present it as your own for academic credit. This would include copying work from another person, books, the Internet, or any source, and turning the work in as if you had written it. No credit will be given for this work. (D,S,1,2,5)

**PUBLIC DISPLAY OF AFFECTION (PDA)** – The rule of conduct having to do with displays of affection between students is clearly defined as follows: One student should not touch the other; kissing, holding hands, and an arm or arms around the other are not allowed. While this may be appropriate conduct elsewhere, it is **NOT** acceptable in school. (W,D,S,1,3,5)

**RESPECT FOR AUTHORITY APPLIES TO ALL SCHOOL PERSONNEL**

- a. Insubordination - the willful failure to respond to, or carry out a reasonable request by school personnel. Example: Failure to sit down when requested or failure to report to the office when sent by a staff member. (1,3,5,RE)

- b. Disrespect - to insult, call derogatory names, question the authority of, or in other manner abuse verbally or in writing any member of the school staff on or off school property. (1,3,5,RE)
- c. Physically assaulting a staff member. (Expulsion & notification of police)

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

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

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

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

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

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

of the student. The letter will state the cause of the referral and the points assessed with accumulative points to date.

<u>ACCUMULATED POINTS</u>	<u>DISCIPLINE AND CONSEQUENCES</u>
10	Loss of privileges/detention
20	Off bus – 1 to 3 days
30	Off bus – 5 days
40	Off bus – 10 days
50	Off bus – 20 days, IL Sch Code 5/10-22.6
60	Removal from bus for remainder of school year

The administration agrees with the concept of progressive discipline and to the extent circumstances warrant it, the administration will impose discipline in a progressive manner using the point system described above. The point system is designed to communicate to students and parents what is expected of students and their conduct and to assure the cohesive and consistent application of punishment for certain acts of misconduct. ***While points are used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose MORE severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction, or when a series of repeated infractions warrant a more serious disciplinary action.*** Further, the administration reserves the right to impose **LESS** severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct point system.

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

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

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

Students that receive seven (7) tardy referrals in all classes combined within the nine-week grading period will get 1 day of in-school or out-of-school suspension. (1,3,5)

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

- a. under \$1.00 - (1,3,5)
- b. over \$1.00 - (2,5,10 and notification of police)
- c. Knowingly accepting or possessing stolen property. (W,S,1,3)

**THREATS TO STAFF** - The administration shall recommend expulsion for the remainder of the school term or one calendar year for any student using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct. The Board shall have the right to modify the recommendation on a case-by-case basis.

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

**TOBACCO** - Possession or use of tobacco on school property or at any school activity away from MJSHS. (2,5,10)

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

- a. Skipping school - 2-5 class periods (1,2,5), more than 5 class periods (2,5,10)
- b. Closed campus violation or leaving school without permission (1,2,5)
- c. Skipping a period or leaving class without teacher's permission (2D,1,3)

**UNAUTHORIZED ACTIVITIES WOULD INCLUDE THE FOLLOWING:**

- a. Unauthorized petition - to circulate or distribute petitions that contain libelous statements or comments that are not within the bounds of reasonable conduct, such as, but not limited to, advocating violence, disobedience or libelous statements. (W,D,S,1,2)
- b. Unauthorized student protest - the act of protesting or demonstrating which results in the disruption of the normal educational process. (W,D,S,1,2)
- c. Inciting others to violence or disobedience - by word, act, or deed giving encouragement to demonstrations or protests which disrupt the normal educational process of the school. (3,5,10)
- d. Unauthorized sales - to sell or attempt to sell, or distribute items not approved by the principal to any person on school property. (W,D,S,1)

**UNAUTHORIZED ITEMS** – Radios, IPODS, Tape Players, Possession of noisemakers, sunglasses, hats, chains, cigarette lighters, water shooting devices, laser pointers or any other items that divert attention from the education process are not to be on school property. These items will be confiscated and turned in to the office. Students may retrieve these items in the office after school. These items will be destroyed after 30 days if they are not retrieved. School officials have the right to search a student’s book bag, coat, purse, locker, wallet, car, and etc. if there are reasonable grounds that the student may have violated school rules. (D,S,1,2)

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

- a. under \$10.00 - (1,3,5)
- b. over \$10.00 - (2,5,RE and notification of police)
- c. over \$500.00 - (Expulsion)
- d. Accidental damage - such as window breakage, will not result in suspension if reported to the office immediately, but the student(s) will be charged for the repairs. (W,D,S,1,3)

**VENDING MACHINES** – High School students may use the vending machines only before and after school hours. Junior High students are NOT allowed to purchase sodas at school at ANY time as per Illinois School Law. Junior High students may purchase other drink items other than sodas before school and after school. Use at other times will result in a detention being assigned. Students may not have food or drink in hallways, lockers or classrooms unless approved by the administration. All vending machines may be turned off during the school day, if this policy is not followed.

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

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

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

## **CLUBS AND ACTIVITIES**

**Any student who desires to participate in any clubs or activities must abide by all school rules and policies as well as the individual policies of the organization. Students and parents must realize that each individual club or organization will have certain rules and policies that are particular to the club or organization and must be followed as set forth by that organization or face the consequences of that organizations rules and policies.**

### **ART CLUB (HS)**

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

### **BETA CLUB (JH & HS)**

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

### **FOREIGN LANGUAGE CLUB (HS)**

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

### **STUDENT COUNCIL (JH & HS)**

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

### **M-CLUB (HS)**

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

### **NATIONAL HONOR SOCIETY – NHS (HS)**

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

### **MATH TEAM (HS)**

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

### **FELLOWSHIP OF CHRISTIAN ATHLETES (FCA) (HS)**

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

### **FFA (HS)**

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

### **WYSE TEAM (HS)**

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

### **SCHOLAR BOWL (JH & HS)**

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

### **TRAPSHOOTING (JH & HS)**

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

### **ATHLETICS (JH & HS)**

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

### **METEOR YEARBOOK (HS)**

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

### **METEOR EXPRESS NEWSPAPER (HS)**

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

### **SPRING MUSICAL (HS)**

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

## ATHLETIC HANDBOOK

### Athletic Participation:

1. All athletes must have a physical (within last 12 months) on file and proof of health insurance before he or she is allowed to practice for any sport including cheerleading.
2. You must be passing 20 hours (4 classes) per week to be eligible to participate. Ineligibility shall be for 1 week at a time, Sunday through Sunday.
3. Any student with two failing grades will be ineligible for one entire week.
4. Except for incoming freshman, you also must have received at least 2 credits the previous semester. This could include summer school or correspondence courses. Ineligibility shall be for the entire succeeding semester.
5. The coach of each sport will address other rules and regulations. Athletes and parents will be required to sign for a copy of the more comprehensive document passed out.

### **ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN ATHLETIC ACTIVITIES**

**Attendance** - Students who wish to participate in athletic activities must be in attendance. **Students must arrive at school no later than the end of first hour in order to be considered present.** Students may participate in athletic activities if they are absent from school because of a college day, school sponsored field trip, or have pre-approved permission from the Principal to be absent and still participate in athletic activities. These arrangements must be made before the student is absent from school.

**Weekly Athletic Eligibility** - To be eligible to participate in athletics, a student must be passing a minimum of 20 hours (4 classes) per week. Any student with two failing grades will be ineligible for one entire week. Failure to maintain that minimum standard shall make that student ineligible for athletic participation for the succeeding week (Sunday through Sunday). A student who is ineligible under the weekly check may become eligible when he/she regains a passing status for the upcoming week.

**Semester Athletic Eligibility** - To be eligible to participate in athletic activities, a student- with the exception of incoming freshman-must have earned a minimum of 2 credits during the previous semester. Failure to maintain that minimum standard shall make that student ineligible for athletic participation for the entire succeeding semester. A student may count pre-approved summer school or correspondence course credits towards credit earned for the previous spring semester. All rules of the Illinois High School Association will apply except when exceeded or superseded by Board Policy or MHS/CHS Student/ Parent rules.

## **ELIGIBILITY REQUIREMENTS FOR ATHLETIC ACTIVITIES**

**Insurance Waiver Forms for Athletics** - All pupils who participate in competitive athletics must purchase proper school insurance or sign a standard waiver form indicating that an adequate medical plan is maintained at home. This must be completed during the first week of school. All activities prior to the first day of school must be turned in prior to the first day of practice.

**Interscholastic Sports Program** - The competitive sports program at MHS/CHS is a well-rounded program that is designed to appeal to both boys and girls. We encourage students to participate. MHS/CHS competes in the Cahokia Conference and all play-off tournaments of the Illinois High School Association. The following sports are offered:

Fall: Boys and Girls Golf, Girls Volleyball, Cross Country  
Winter: Boys and Girls Basketball, Cheerleading  
Spring: Softball, Baseball, Scholar Bowl

IHSA Team/Individual Participation in Sports not offered at MHS/CHS – Marissa/Coulterville High Schools are a member of the Illinois High School Association (IHSA). As part of this organization, MHS/CHS offers high school students the opportunity to participate in the following Illinois High School Association recognized sports; Girls/Boys Golf, Girls Volleyball, Girls/Boys Basketball, Baseball, and Softball.

Whereas MHS/CHS offers a wide variety of sports for students to choose from, individual students may wish to participate in IHSA sponsored activities not offered at MHS/CHS. MHS/CHS recognizes and supports individual students who wish to participate in other IHSA sponsored activities, as an individual representing MHS/CHS, must do so under the following guidelines:

1. MHS/CHS will assume responsibility for all IHSA required entry fees to IHSA sponsored activities
2. MHS/CHS will assume no responsibility for any other costs incurred, or related to, any individual activity not already approved by the Board of Education. This includes, but is not limited to, transportation, equipment, uniforms, facility usage, coaching, or any other costs related to the individual's participation in the IHSA sponsored activity.
3. Any student who wishes to participate as an individual at an IHSA sponsored activity must be pre-approved by the Board of Education.
4. Individual participants must adhere to all IHSA rules, policies, terms and conditions.
5. Individual participants must adhere to all MHS/CHS Athletic Code of Conduct rules and grade requirement.
6. Individual participants must meet all IHSA residency requirements in order to have approval from MHS/CHS.

7. Parents/Guardians of individual participants assume all liability related to their students involvement in the IHSA sponsored activity.
8. The individual must have a current insurance form and physical on file with MHS/CHS.
9. The individual acting as the coach/sponsor must be approved by the Board of Education and meet all IHSA Qualifications of Coaches By-Laws.
10. All correspondence and activity scheduling in regards to the actual IHSA event must be conducted through the MHS/CHS Athletic Director's office.
11. All practice events prior to the actual IHSA event are the responsibility of the individual or his/her parent/guardian and do not have to be cleared by MHS/CHS

If two or more students want to participate as individuals in IHSA sponsored activities, all the above guidelines must be followed. IHSA Participation Limitations (By-law 3.050) states any school wishing to participate as a team must participate in six (6) interscholastic contests, but under By-Law 3.030 Section 108 (Individuals in State Series), individuals may enter a state series championship as an individual without meeting the six-contest rules.

### **ATHLETIC CODE OF CONDUCT**

**Belief Statement** - It is the belief of Marissa/Coulterville High Schools that participation in athletic activities is a vital part of a student's high school experience. Recognizing that participation in athletics is a privilege and not a right. Marissa/Coulterville High Schools require that the conduct of student participants be exemplary at all times. This code is also intended to protect the health, safety, and welfare of all students participating in athletic activities at Marissa/Coulterville High Schools. This code is also intended to ensure that any participant's conduct, in and out of school, shall not reflect negatively upon their school. The rules and infractions are intended to be an aid for student athletes to abstain from the use of alcohol/drugs and for early intervention when student use is detected.

**Code Coverage** - This code of conduct covers the use, possession, or sale of alcohol, the use or possession of tobacco products, and the use, possession, or sale of marijuana and the use, possession, or sale of controlled substances, or possession of drug paraphernalia. Further, this code covers theft, vandalism, and the conviction of a misdemeanor or felony. All participants in athletic activities will be required to sign a sheet confirming they have read and understand the rules and penalties covered in this code.

**Code Minimums** - This Code of Conduct establishes minimum penalties for the infractions listed. Coaches/Sponsors may put higher penalties but cannot lower the stated penalties. Coaches/Sponsors who establish higher penalties must submit a copy to the Board of Education

prior to the first day of practice and must abide by those rules throughout the remainder of that specific season.

**Rules Duration** - This Code of Conduct is in effect from the first day a student participates in a Marissa/Coulterville High School athletic activity until that student graduates from Marissa/Coulterville High School. These rules are in effect for 365 days a year, twenty-four hours a day, and shall be considered cumulative. The rules apply for the length of the student's enrollment at Marissa/Coulterville High Schools. Consequences are cumulative for the entire four years the student is enrolled at MHS/CHS.

**Rules Infraction Guilt** - To be considered guilty of an infraction, the student must be seen by a teacher, coach, or administrator of District #40 or District #1, or be arrested and convicted by the court system and/or a guilty plea to the charge thereof, or be seen by a law enforcement officer, or admit the infraction to a coach, athletic director or school administration. Parent/guardians may report their own students. If a student voluntarily admits to a coach, sponsor, or member of the administration that he/she has a drug and/or alcohol problem and seeks verifiable professional counseling or enters a verifiable treatment facility, the consequences may be lessened. All costs of the treatment or facility will be at the parent/guardians expense. If treatment or counseling discontinues prior to completion, then all consequences for the offense will be enforced.

**Decision to Penalize Notification and Review Process** - All individuals, to include the student, respective coaches/sponsors, parents/guardians, Athletic Director and Principal will follow the seven-step notification process as listed in appendix 1. Any decision rendered by the Principal may be appealed to the Superintendent and any decision rendered by the Superintendent may be appealed to the Marissa/Coulterville High School Boards of Education as outlined in appendix 2.

**Include Sports, Organizations, Clubs, and Activities** - The following Code of Conduct applies to participants in activities governed by the Illinois High School Association (Interscholastic Sports) and Cheerleading, that has students representing Marissa/Coulterville High Schools in competition with any other school.

**Rules Infractions and Penalties Guidelines** - These guidelines apply to all rules infractions and penalties that follow.

1. The student must finish the athletic activity in good standing, in which the penalty was served.
2. If a student is involved in more than one athletic activity, penalties will be assessed in each activity they are involved in at the time of the rules infraction.
3. If the student is not involved in any activity at the time the rules infraction is committed, the student must have participated in the activity in which the penalty is served the previous year.

## Rules Infractions and Penalties

**A These rules are specific to the use, possession or sale of alcohol and the use, possession or sale of tobacco products.**

- 1 **First Infraction:** The students will not be allowed to participate in the next scheduled event or competition as prescribed on the Penalty Sheet.
  - a) The penalty will begin on the date immediately following when guilt is proven or admitted. The penalty must run consecutively.
  - b) The penalty will be consistent to the highest level that the student attains and must be served against that level.
  - c) Anytime there is an underclass level preceding a varsity level activity on the same day, they will both be considered as one (1) game/meet/match/competition or performance. Therefore, a JV level participant, who is also a varsity participant, must miss both games/meets/matches/competitions and performances on that specific date to meet the penalty requirement.
  - d) The student will be allowed to continue to practice during this period of time unless serving an out-of-school suspension
  - e) If the infraction occurs outside of a student's sport or activity season, the penalties will be served when the student starts his/her next sport or activity.
  - f) In the case of a student being injured or ill, the penalty will be served when the athlete returns to school or is released to participate
- 2 **Second Infraction:** The student will not be allowed to participate in the next scheduled events or competitions as prescribed on the Penalty Sheet. Most penalties for second infractions are double the first penalty.
  - a) The student will be referred to any support services at school.
  - b) The two infractions are cumulative and are not confined to one season, activity, or school year.
  - c) The student's parents/guardians must participate in a meeting to include the student, the Principal, and the athletic director or sponsor/coach of the activity before reinstatement will be recommended.
  - d) If the infraction is for the same offense, the student must participate in a documented rehabilitative program. School approval must be given to the rehabilitative program selected by the student before participation in any sport or activity may begin
  - e) If this second infraction occurs while the student is not actively involved in a sport or activity then the game/meet/match/competition or performance suspension will occur in the next activity he/she participates in.

- 3 **Third Infraction:** Banned from any further athletic participation
    - a) No reinstatement process other than the appeal process will be permitted.
- B These rules are specific to the unlawful use or possession of controlled substances, the use or possession of marijuana, or the use or possession of drug paraphernalia.**
- 1 **First Infraction:** The student will not be allowed to participate for one (1) full year in any athletic activity, from the time guilt is proven or admitted. The student must participate in a documented rehabilitative program.
    - a) The student may only be reinstated by a council which must include the Principal, Athletic Director, and selected coaches/sponsors and parents/guardians. The student's parents/guardians must meet with the council before reinstatement will be recommended.
  - 2 **Second Infraction:** The student is banned from further athletic participation.
    - a) No reinstatement process other than the appeal process will be permitted.
- C These rules are specific to the SALE of a controlled substance, marijuana, or drug paraphernalia**
- 1 **First Infraction:** Banned from further participation in athletic activities.
    - a) No reinstatement process other than the appeal process will be permitted.
- D These rules are specific to theft and/or vandalism**
- 1 **First Infraction:** The students will not be allowed to participate in the next scheduled event or competition as prescribed on the Penalty Sheet.
    - a) The penalty will begin on the date immediately following when guilt is proven or admitted. The penalty must run consecutively.
    - b) The penalty will be consistent to the highest level that the student attains and must be served against that level.
    - c) Anytime there is an underclass level preceding a varsity level activity on the same day, they will both be considered as one (1) game/meet/match/competition or performance. Therefore, a JV level participant, who is also a varsity participant, must miss both games/meets/matches/competitions and performances on that specific date to meet the penalty requirement.
    - d) The student will be allowed to continue to practice during this period of time unless serving an out-of-school suspension
    - e) If the infraction occurs outside of a student's sport or activity season, the penalties will be served when the student starts his/her next sport or activity.

- f) In the case of a student being injured or ill, the penalty will be served when the athlete returns to school or is released to participate
- 2 **Second Infraction:** The student will not be allowed to participate in the next scheduled events or competitions as prescribed on the Penalty Sheet. Most penalties for second infractions are double the first penalty.
  - a) The student will be referred to any support services at school.
  - b) The two infractions are cumulative and are not confined to one season, activity, or school year.
  - c) The student's parents/guardians must participate in a meeting to include the student, the Principal, and the athletic director or sponsor/coach of the activity before reinstatement will be recommended.
  - d) If the infraction is for the same offense, the student must participate in a documented rehabilitative program. School approval must be given to the rehabilitative program selected by the student before participation in any sport or activity may begin
  - e) If this second infraction occurs while the student is not actively involved in a sport or activity then the game/meet/match/competition or performance suspension will occur in the next activity he/she participates in.
- 3 **Third Infraction:** Banned from any further athletic participation
  - a) No reinstatement process other than the appeal process will be permitted.
- 4 **In golf there is a zero tolerance rule.** Any theft committed during a MHS/CHS golf activity will result in immediate removal from the program. The student may return to the program the following year.

**E These rules are specific to the conviction of a misdemeanor or a felony.**

- 1 The conviction of a misdemeanor or a felony will be reviewed by a council. Penalties for this infraction will be set based upon that review.

**Athletic Code of Conduct Penalty Sheet**

<u>Activity</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>
Baseball/Softball	8 games *	16 games
Basketball	6 games	12 games
Cheerleading	6 games	12 games
Cross Country	3 meets	6 meets
Golf	4 matches	8 matches
Scholar Bowl	4 meets	8 meets
Volleyball	6 matches	12 matches

\* Baseball/Softball ONLY: This is the maximum number of

games for 1<sup>st</sup> Offense penalty to be served or due to inclement weather and scheduling changes a minimum of two games total.

## **PARENT/COACH RELATIONSHIP**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to children. As parents, when your children become involved in our program you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

### **Communication you should expect from your child's coach:**

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the team.
3. Locations and times of all practices and games.
4. Team requirements, i.e., fees, special equipment, off-season conditioning.
5. Procedure should your child be injured during participation.
6. Discipline that results in the denial of your child's participation.

### **Communication the coach should expect from parents:**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concerns in regard to a coach's philosophy and/or expectations.

As your children become involved in the athletic program in the Marissa/Coulterville School Districts, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

### **Appropriate concerns to discuss with coaches:**

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all student-athletes involved. As you may have seen from the list above, certain things, such as these in the following paragraph, must be left to the discretion of the coach:

### **Issues not appropriate to discuss with the coaches:**

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

There are situations that require a conference between the coach and the parent. This is encouraged. It is important that both parties have a

clear understanding of the other's position.

We hope the information provided makes both your child's and your experience with the Marissa/Coulterville District Athletic Program less stressful and more enjoyable.

## **APENDIX 1**

### **Seven-Step Notification Process**

#### **Step 1**

- Incident reported to the Coach / Athletic Director
- Explain what occurred, who is involved
- State all facts clearly, put them in order

#### **Step 2**

- Meet with student, Principal, Athletic Director, and coaches/sponsors involved
- Contact parents/guardians
- Discuss Accusations
- Discuss Penalties
- Determine guilt or innocence at this time if possible

#### **Step 3** - If not true or cannot be proven to be true

- All action stopped
- Party who made accusation notified
- Parents/Guardians notified

#### **Step 4** - If proved to be true

- State Penalties for infraction of rules
- Explain what will occur if future infractions occur
- Discuss situation to see if a deeper problem exists
- Contact parents/guardians to discuss situation
- Follow with written notification
- Explain review process

#### **Step 5**

- Parent's notification and participation (if required)
- Meet with parents/guardians
- Explain all actions and possible future actions
- Explain what has been done to help student

#### **Step 6**

- Notify law enforcement agencies if required

#### **Step 7**

- Follow-Up
- Follow any action to ensure student and parents/guardians are receiving support needed

## **APPENDIX 2**

**Review Process** - If the student or parent/guardian is not satisfied with the decision, the avenues of review will always be available to both the student and the parents/guardians

Any decision made by the Principal regarding this code of Conduct may be challenged and reviewed by the Superintendent  
All challenges must be made within ten days after the decision has been rendered

## **APPEAL PROCESS**

**Purpose Statement:** The purpose of the Athletic Council Appeal Process is to provide student-athletes and their parents and opportunity to request an appeal of a disciplinary consequence assigned for the student violation of Section A, Sub point 3, Section B, Sub point 1, Section C, Sub point 1, and Section D, Sub point 3 of the Athletic Code of Conduct

The School District's position is that in such instances of misconduct, student athletes are appropriately assigned long-term suspensions from participating in athletic activities. However, the Athletic Activities Council Appeal Process provides students and parents an opportunity to be presented with other options.

The Council's purpose in this function is to provide a possible alternative for the student to participate in, if he/she desires. A student-athlete who requests a decision from the Council regarding conditions for his/her reinstatement is not required to accept by the Council's proposed alternative. Instead the student-athlete may choose between the options of complying with the recommendation of the Council, or of complying with the conditions of the original disciplinary consequence.

**Methodology:** The following outlines the process by which the appeal hearing and the Council's decision and recommendation will take place:

1. The Athletic Council will not decide, or hear testimony, on a student's guilt or innocence of the misconduct, which led to the original suspension.
2. The Athletic Council will hear testimony from the administration as to the violations that lead to the student's original suspension from participation.
3. The Athletic Council will hear testimony from the student and his/her parent/guardian(s) as to why the original suspension should be modified or reduced. This testimony may be done verbally in person, or in writing.
4. The student and/or his/her parent/guardians(s) will not ask question of, or cross-examine, the Athletic Council during the presentation of their testimony.
5. The Athletic Council will deliberate in private to reach its decision on the appeal request and its recommended conditions for reinstatement.
6. Students and their parents/guardians(s) must agree that all decisions made by the Athletic Council are final, in that no other appeal is available. As stated above, the student is not required to follow the conditions decided upon by the Council and may decide to abide by the original consequence for the violation

7. Any student who indicates willingness to abide by the conditions set by the Council in his/her situation and is later found to be in violation of these conditions, or who is later found to be in violation of the Athletic Code of Conduct during and/or after the term of suspension will be suspended from participating in any athletic activity at MHS/CHS for one calendar year from the date of the suspension.

All decisions made by the Athletic Council are final. A student's failure to comply with the conditions required by the Council will nullify the decision of the Council and reinstate the original disciplinary consequence.

### **HIGH SCHOOL ATHLETIC DEPARTMENT**

**GIRLS GOLF**  
Susan Watt

**VOLLEYBALL**  
Lori Neely

**BOYS GOLF**  
Jason Smith

**GIRLS  
BASKETBALL**  
Dan Lehman

**ATHLETIC  
DIRECTORS**  
Dan Lehman  
Greg Rushing

**BOYS  
BASKETBALL**  
Dirk Miller

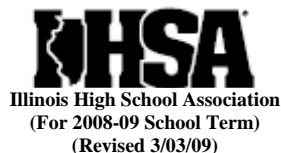
**SOFTBALL**  
Anne Trieb

**BASEBALL**  
Jason Smith

**GIRLS CROSS  
COUNTRY**  
Dirk Miller

**CHEERLEADING**  
Carrie Maynard

**BOYS CROSS  
COUNTRY**  
Dirk Miller



### Key Provisions Regarding IHSA Rules

#### 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 by-laws. 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 by-laws 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 inter-scholastic 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

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. 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.
- D. 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

- A. 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).
- B. 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:

- A. 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
- B. 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

- C. 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
  - D. 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
  - E. You attend the private/parochial high school which one or both of your parents attended; or
  - F. 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**
- A. 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.***
  - B. 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.
  - C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
    - 1. 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;
    - 2. 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;
  - 3. 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 former and the new school concur with your transfer;
  - 4. 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;
  - 5. 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;
  - D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
  - E. 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 by-laws.
  - F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
  - G. 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 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 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.

#### **7. Amateur Status**

- A. 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.
- B. 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.
- C. 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.
- D. 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**

- A. 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.
- B. 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.
- C. 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.

- D. You may not receive an "athletic scholarship" or any other special benefit from your school, provided because you participate in athletics.
- E. 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.
- F. 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 or an administrator at the school, not a member of the coaching staff.

#### **9. School Team Sports Seasons**

- A. 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:
  - 1. 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.
  - 2. 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.
- B. 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**

- A. 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.

- B. 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.
- C. 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.
- D. 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.
- E. 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**

- A. 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:
  - 1. 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.
- B. 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. 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 competition, and which is attended by more than two (2) persons from the school which the student attends.

- B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
- C. 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:
  - 1. You may not attend a coaching school, camp or clinic for any sport after Saturday of Week No. 4 in the IHSA Standardized Calendar (July 28, 2007).
- D. 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**

- A. If you violate the ethics of competition or the principles of good sportsman-ship, you may be barred from inter-scholastic athletic contests, either as a participant or spectator or both.
- B. 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 set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).**