Marshall High School Handbook

2026-2027

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2026-2027 Marshall High School
Student Handbook

806 North Sixth Street
Marshall, Illinois 62441
Phone: 217.826.2395

Welcome to Marshall High School. The faculty and staff are looking forward to offering you a great opportunity to receive an excellent education while at the same time you can enjoy the many activities available throughout the year.

This handbook has been prepared for you to answer questions and clarify requirements and procedures that are specific to Marshall High School. Please look through this handbook with your student. Should you or your student have any questions about information found herein or about Marshall High School in general, feel free to contact us at the high school office.

For the freshman, four years seem like a long time. In reality, it is a very short preparation period for life. Let us work together to help each student make the most of the opportunities offered each year.

PHILOSOPHY

The Marshall Community Unit School District C-2 has a basic responsibility to provide every individual student equal access to optimum personal development so that each individual student may acquire the knowledge, skills, habits, and values that will enable him/her to contribute to a free, democratic society in a responsible, productive and humane way.

MISSION STATEMENT

Based on the belief that all students can learn and with the understanding that students' capabilities may vary, our mission is to promote the growth of the whole child by providing a caring, stable environment where each child has the opportunity to develop his/her fullest potential.

THE OBJECTIVES

1. The Marshall schools should provide opportunities which help students master the basic skills in reading, communication, computation, and problem solving.
2. The Marshall schools should provide an environment which will aid students, parents, and members of the school community to demonstrate a positive attitude toward learning.
3. The Marshall schools should provide students with experiences that result in good habits and attitudes associated with citizenship responsibilities in a democratic society.
4. The Marshall schools should provide opportunities for students to express fully their creative abilities.
5. The Marshall schools should provide the atmosphere and experiences that will foster a feeling of self-worth in all students.
6. The Marshall schools should provide the experiences that will enable students to adapt to a rapidly changing world.
7. The Marshall schools should provide the atmosphere and environment that enable students to have appreciation for and a positive attitude toward persons and cultures that are different from their own.
8. The Marshall Schools should provide every student with opportunities in training for the world of work.

BOARD OF EDUCATION

Molly Morecraft
Riley Maurer
Dan Crews
Jacob Gard
David Macke
Melissa Hendrix

Darren Lycan

ADMINISTRATION

Administration names are available upon request
from the high school office or on the school web page at

HIGH SCHOOL FACULTY

Faculty names and departments are available upon request from
the high school office or on the school web page at
https://www.marshallk12.net/o/marshall-high-school

HIGH SCHOOL SUPPORT STAFF

Support staff names and assignments are available upon request
from the high school office or on the school web page at
https://www.marshallk12.net/o/marshall-high-school

DAILY SCHEDULE

Regular Bell Schedule

1st Period	8:00 – 8:42
2nd Period	8:46 – 9:28
3rd Period	9:32 – 10:14
4th Period	10:18 – 11:00
5A Period	11:04 – 11:46
5B Period	11:38 – 12:20
6th Period	12:24 – 1:06
7th Period	1:10 – 1:52
8th Period	1:56 – 2:38
Tutorial Period	2:42 – 3:06

Students must be present at least 150 minutes per day to count for one-half day attendance and at least 300 minutes per day for a full day attendance. This time does not count the passing time between classes or the lunch period time.

FALL/SPRING SEMESTER PROGRESS REPORTS/GRADE CARD DATES

PROGRESS REPORT	MIDTERM REPORT	PROGRESS REPORT	SEMESTER REPORT CARD
WED, SEPT. 16, 2026	WED, OCT. 23, 2026	WED, NOV. 18, 2026	WED, JAN. 6, 2027
WED, FEB. 3, 2027	WED, MAR. 17, 2027	WED, APR. 14, 2027	TUES, MAY 21, 2027

EQUAL EDUCATIONAL OPPORTUNITIES

No student shall, on the basis of his or her race, color, national origin, gender, sexual orientation, or disability be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity.

The Superintendent will be the Coordinator for Nondiscrimination for the School District and the building principals will be the grievance officers. If a

student is uncomfortable discussing a situation with one principal, he/she may address the complaint to any of the other principals.

Within seven (7) calendar days of inquiry by a student, parent/guardian or community resident, the Coordinator shall send a copy of the District's written grievance procedure to the person making the inquiry. Upon receipt of a written grievance, the Coordinator shall investigate the nature and validity of the grievance with District personnel responsible for the program or activity cited by the grievant. The coordinator may seek advice from related state agencies or legal counsel. Within sixty (60) calendar days of receiving the grievance, the Coordinator shall render a written decision, including the steps to be taken for further appeal of that decision.

The Coordinator's written decision may be appealed within fifteen (15) calendar days to the School Board by submitting a written request for a hearing before the Board, addressed to the Office of the Superintendent.

The decision of the School Board may be further appealed to the Regional Superintendent of Schools pursuant to Section 3-10 of The School Code of Illinois and, thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of The School Code of Illinois, as provided in Section 200.90(b) of the Sex Equity Rules. Appeal outside the District shall be made in a timely fashion.

NOTIFICATIONS

PARENTS' RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will arrange for access and notify the parents or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the students' education records, except to the extent that FERPA authorizes disclosure without consent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office

   U.S. department of Education

   400 Maryland Avenue, SW

   Washington, DC 20202-4605

Parents' rights under the Protection of Pupil Rights Amendment (PPRA) are those regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. The rights include:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:
   a. Political affiliations or beliefs of the student or student's parent;
   b. Mental or psychological problems of the student or student's family;
   c. Sexual behavior or attitudes;
   d. Illegal, anti-social, self-incriminating, or demeaning behavior;
   e. Critical appraisals of others with whom respondents have close family relationships;
   f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
   g. Religious practices, affiliations, or beliefs of the student or parents; or
   h. Income, other than as required by law to determine program eligibility
2. Receive notice and an opportunity to opt a student out of:
   a. Any other protected information survey, regardless of funding;
   b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use:
   a. Protected information surveys of students;
   b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
   c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

If you do not want your child to participate in surveys funded by the U.S. Department of Education, notify the principal in writing before October 1 of the school year.

STUDENT RESPONSIBILITIES

- Obey school rules
- Avoid abusive language
- Dress appropriately
- Respect rights of fellow students and school personnel
- Seek the highest possible academic level
- Be responsible for your own actions and accept the consequences
- Respect school and community property
- Avoid disrupting the educational process
- Attend school regularly and be on time
- Be aware of school rules and regulations and methods of discipline

STUDENT RIGHTS

- An environment free from disruption
- Protection from verbal or physical abuse/threats
- A meaningful learning environment
- An appropriate and challenging curriculum
- Be disciplined in a humane and appropriate manner
- Knowledge of the reasons for any discipline which may be administered
- A written code of discipline that is clear and concise
- Due process in matters of disciplinary actions
- Assistance in making decisions on educational goals

ACADEMIC INFORMATION

CLASS ASSIGNMENT

A student who enters any school year with

4.5 or fewer credits will be considered a freshman

5 – 9.5 credits will be considered a sophomore

10 – 16 credits will be considered a junior

16.5 – 24 credits will be considered a senior

DUAL CREDIT ATTENDANCE POLICY

After 5 absences in a dual credit class, the student will lose their opportunity for dual credit in that class. MHS credit will be given for the class. There will be no refunds.

EARLY GRADUATION

Early graduation requests will only be honored under extenuating circumstances for students that will complete their graduation requirements at the end of seven semesters of high school attendance. Students must not expect early graduation requests to be routinely granted. In order to request early graduation, a student must meet the following criteria:

1. Amass all required credits with the exception of physical education by the close of the seventh semester of high school and have demonstrated responsible attendance and behavior.
2. Provide the building principal, prior to the beginning of the seventh semester of high school attendance, a letter requesting early graduation. In the letter, the student must indicate the reason(s) for requesting early graduation. Acceptable reasons for granting early graduation must provide specific extenuating circumstances that necessitate an early graduation request to be granted (e.g.; illness, disability, family consideration).

School activities of midterm graduates cease at the time of graduation. Early graduates may participate in regular spring commencement activities.

DETERMINATION OF VALEDICTORIAN(S) AND WEIGHTED GRADE POINT AVERAGES

The valedictorian of the class will be determined by the person(s) who has the highest weighted grade point average regardless of the number of grade-weighted classes taken. A maximum of four weighted math classes will be counted in a student's weighted grade point average.

A student's weighted grade point average is a function of: (1) the number of weighted and (2) the number of unweighted classes he/she takes and the grades he/she receives in those classes. By taking more weighted and unweighted classes, a student has a better opportunity to raise his/her weighted grade point average than a student who takes fewer weighted and unweighted classes.

The formula used to determine the function is:

WGPA = Number of weighted courses x 0.02 + non-weighted GPA

DRIVER EDUCATION REQUIREMENTS

Students must have successfully completed the previous two semesters of school work prior to eligibility for enrollment. Students must have earned credits for eight of the previous twelve classes. For a ninth grade student, this means he/she has met the junior high promotion requirements as listed in the student handbook.

Each student must complete a minimum of thirty clock hours of classroom instructions and forty classes of forty-two minute duration.

Students who do not meet the class requirements may not retake the class until the next calendar year unless permitted by the administration.

The fee for Driver Education will be paid at registration each time a student takes the class.

SEMESTER EXAMS AND SEMESTER GRADES (NEW 2025-26)

Beginning with the 2025 fall semester, students will be required to take some form of assessment at the end of the semester. Teachers may choose to give a chapter, unit, semester/cumulative, or project-based assessment. The teacher will inform the students at the beginning of the semester of the type of assessment to expect at the end of the semester. All dual credit classes will require a cumulative semester exam. Assessments will be taken during the assigned time. There will be a semester exam schedule, with the exception of second semester seniors, who will have the opportunity to be done with assessments and classes three days early if they are passing their classes. The semester exam schedule is as follows:

Day 1	Day 2	Day 3
First Bell- 7:56-8:00	**First Bell- 7:56-8:00**	**First Bell- 7:56-8:00**
Period 1- 8:00-9:35	**Period 4- 8:00-9:35**	**Period 7- 8:00-9:35**
Rest Break- 9:35-9:51	**Rest Break- 9:35-9:51**	**Rest Break- 9:35-9:51**
Period 2- 9:55-11:30	**Period 5- 9:55-11:30**	**Period 8- 9:55-11:30**
Lunch- 11:30-12:20	**Lunch- 11:30-12:20**	
Period 3- 12:25-2:00	**Period 6- 12:25-2:00**	

Semester grades will be determined based on cumulative performance throughout the semester. Teachers may use a point system or assign weights to varying assignments and classroom activities throughout the semester. Quarter 1 grades and quarter 3 grades will simply be a progress report.

GRADING SCALE (NEW 2022-23)

The following percentages will be used in the calculation of grades for students:

A -- 90-100%

B – 80-89%

C -- 70-79%

D – 60-69%

F -- 0-59%

GRADUATION REQUIREMENTS

- 4 years of English/1 writing intensive course
- 3 years of Math (grades 9-12)
- 2 years of Science
  - 3 full years of science starting with the class of 2017-2018
- 2 years of Social Science, including 1 year of history and 1 year of civics/economics
- 1 semester of Health
- 3 ½ credits of P.E.
- 1 semester of keyboarding/computer concepts
  - 1 semester of Careers starting with the class of 2017-18
- 26 total credits needed to earn diploma from Marshall High School

HOME SCHOOLED STUDENTS TRANSFER OF CREDITS

The following policy applies to all students who meet the residency requirements and wish to enroll in Marshall High School and are transferring from a school that is not accredited by the Illinois State Board of Education or the accrediting agency of another state:

A. The building principal or his designee has the right to place the student into the appropriate grade or class based on transcript review, standardized tests, or proficiency examinations.

B. The building principal shall determine whether a transcript of grades earned from a non-accredited school will be accepted as grades for credit toward graduation or if the student shall be asked to demonstrate his/her abilities in each class by the use of final examinations provided by teachers of the MHS faculty.

C. Grades transferred to MHS from a home school shall not be weighted.

HONOR ROLL

Two honor rolls are computed each quarter and semester. High honors include students who receive all "A's"; honors is for students with all "A's" and "B's". Any student with a grade lower than a "B" will be excluded from the honor roll.

PARTICIPATION POINTS

Some classes at MHS offer participation points as part of a student's grade. The amount of points given is at discretion of the teacher and will be included in the teacher's grading policy. Students will be informed the first day of class of the amount of participation points given. Unexcused absences and parent note absences could result in no points earned on those days. Exceptions would be made for school-related absences, doctor note absences, and principal-excused absences. Homework grades and participation grades will be counted separately.

PHYSICAL EDUCATION REQUIREMENTS

The School Code mandates that schools shall be required to provide physical education activities on a daily basis for all children K-12; except for those exceptions outlined in Sections 27-5 and 27-6 of the School Code.

Section 27-5 allows one semester of Health to be taught in lieu of one semester of Physical Education in grades 9 and 10. Driver Education may be taught in lieu of one semester of Physical Education in grade 10.

Section 27-6 states that school boards may only excuse students for the following reasons at grades 11 and 12:

1. To enroll in academic classes that are required for admission to an institution of higher learning, provided that failure to take such classes will result in the student being denied admission to the institution of his or her choice.
2. To enroll in academic classes which are required for graduation, if failure to take such classes will result in the student being unable to graduate.

EXCEMPTIONS FOR PHYSICAL EDUCATION

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to

determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.3

RESPONSE TO INTERVENTION

All students in grades 9-11 will be given a test in early fall and late spring specifically for RTI purposes. All students are required by the State of Illinois to take the RTI test. RTI is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an RTI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

SCHOOL RECORDS

The permanent records of any student shall consist of the following:

1. Basic identifying information including the student's and his/her guardian's name and address, birth date and gender
2. Academic transcript, including grades, class rank, graduation date, and grade level achieved and scores on college entrance examinations
3. Attendance record
4. Accident reports and health records
5. Record of release of permanent record information
6. It may also include honors and awards received and information concerning participation in school activities or athletics or offices held in school sponsored organizations
7. No other information shall be placed in the student record

The temporary record of any student consists of all information not required to be in the student permanent record. .

STUDENT PARTICIPATION AND/OR PROJECT FEES

Students may be required to pay a fee(s) in some classes for participation in an activity or for the materials necessary to complete a project.

STUDENT TRANSFER

The procedures for students transferring from or withdrawing from Marshall high School are as follows:

1. Notification of the student's intent to withdraw from the district by the student's parent or guardian to the office
2. Student payment of outstanding fees or fines
3. Signature of parent or guardian on the release form

STUDY HALLS

Students can only have one study hall per semester. The only exceptions are disciplinary actions or administrative approval.

WITHDRAWAL FROM CLASS

The classes that you select in the spring and that are confirmed on your tentative schedule are classes you will be enrolled in for the fall. Schedule changes will only be allowed in extenuating circumstances when a student withdraws from a class to enroll in a study hall. Withdrawal from a class to enroll in a study hall requires a parent note if completed within the first two weeks of school. Permission is required from the guidance counselor, teacher, administrator, and parent to change classes up to five weeks into the semester. No class to study hall changes will be permitted after the fifth week of a semester, except for disciplinary situations.

ATTENDANCE

EXPECTATIONS OF ATTENDANCE

School attendance is a responsibility for both students and their parents. Whoever has custody of a child between the ages of 7 and 17 years of age shall cause that child to attend some public school in the district of residence the entire time the school is in session unless:

1. The child attends an appropriate private or parochial school
2. The child is found by a physician or psychiatrist to be physically or mentally unable to attend a regular school program
3. The child is temporarily excused for good cause by the principal
4. The child is necessarily and lawfully employed according to the child labor laws with the consent of the Superintendent of the Educational Service

Region

5. The child is at least 12 and under 14 years and in attendance of a confirmation class.

If the student is below the age of 7 or above the age of 17 but enrolled in school, persons who have custody of that child are also responsible for regular attendance of the child during the regular school term.

ATTENDANCE POLICY

Regular attendance is closely associated with good scholarship. No amount of homework can replace the active instruction of the classroom teacher. Therefore, it is in the best interests of the student that their parents and the school work together to encourage regular attendance.

Any absence from school will be assigned one of the following designations:

Excused – The student was absent from school with the parent/guardian fully aware of the absence. To be excused, the parent/guardian may sign the student out at the time he leaves school or the student must provide a note bearing the signature of the parent/guardian or a doctor within five school days of the absence. All doctors' notes must reflect a visit to the doctor. Doctor call in notes will not be accepted. If the student is 18 years of age or an emancipated minor by court action, he/she may sign notes for themselves. The student will be allowed to complete any homework assignments due or tests taken on the day of the absence. Parent notes make the absence excused. An excused absence includes an absence due to "the mental or behavioral health of the student." Schools must excuse students for mental or behavioral health-related reasons for up to 5 days before a medical note is required. Students are allowed to make up all missed work

Unexcused – The student was absent from school without the permission of the parent/guardian or the student failed to bring a note bearing the signature of the parent/guardian within five school days of the absence. The student will be encouraged to complete any work missed, but will receive a maximum of 65% for the completion of any test or assignment that they missed.

Field Trips/Principal Permission – Activities that are organized by the school, are teacher led, or are recognized as school related functions are not considered to be absences. However, the student must have a permission note signed by a parent/guardian (unless aged 18 or legally emancipated when they may sign for themselves) on file at the school office before leaving school premises.

CHECKING IN AND OUT

Students who arrive at school after 8:00 a.m. or who leave school prior to 3:06 p.m. should sign in and out at the high school office. Failure to do so may result in an unexcused absence. Students may not sign out without permission from a parent/guardian unless they are 18 years of age or an emancipated minor by court action.

COLLEGE VISITS

Seniors may be allowed up to two college visit days per year. Juniors may be allowed one college visit day per year. The student must be academically admissible to that college. (Determination to be made by the guidance counselor and the college indicated.) The student must be in good academic standing at the time of the request and have fewer than six days of absence from school in the semester in which the visit takes place.

Procedures for a pre-excused college day:

1. Bring a parent note to the guidance office two school days prior to the absence to get a pre-excused form.
2. Give the pre-excused form to each teacher at least two days before the date of absence to get each teacher's signature and assignments.
3. Return the form to the guidance office prior to the absence so that copies may be made.
4. Bring back to the guidance office proof of attendance from the college that you visited.
5. No college day will be authorized on the Friday before prom, during the days set aside for final exams, or after May 1, unless placement exams set by a college are scheduled on one of those days.

If the above procedures are not followed, the absence will be unexcused.

EXTRA-CURRICULAR ACTIVITIES

Students must be present at school before they can attend any extra-curricular activity that night. This would include any games or school sponsored activities.

HOMEBOUND STUDENTS

For a student to be placed in a homebound status the following guidelines must be observed:

1. A doctor's note is required stating that the student will be unable to attend school for a minimum of 10 class days.
2. The student is required to complete assignments within one week of the delivery of the assignments for that week. Failure to do so will result in no-credit given for the work assigned. In extenuating circumstances, the period can be adjusted with the permission of the teacher and principal.
3. Students who are placed in a homebound situation may not attend extracurricular activities, prom, or be members of school clubs, organizations, or

teams.

Students who fulfill these requirements should contact the school for homebound assistance.

LUNCH TIME ILLNESSES

A student who leaves school premises and becomes ill during lunch period must have his/her parent/guardian or previously approved emergency contact person notify the office that the student will not be returning to school. Failure to do so may result in the absence being considered unexcused.

MAKE-UP WORK

It is the student's responsibility to contact their teacher for the arrangement of make-up work after an absence. For each day absent, the student will have one day to make up the work missed. Work not completed during the allotted time will not be graded and the student will receive a 0% for the activity. If in the case of extenuating circumstances, the student should contact the principal for an extension of the time allotted.

The student who has been ill and has a doctor's note indicating that he/she should remain out of school for 10 consecutive school days or more may contact the office to arrange for a homebound tutor.

Assignments given or tests scheduled in advance will be expected to be completed or taken on the first day upon the student returning to school. Tests taken by students who have been absent may be different from those taken by the remainder of the class.

PREARRANGED ABSENCES

When a student is aware of an upcoming absence, the student's parent/guardian should notify the school with a note explaining the prearranged absence. By bringing a note prior to the absence, assignments can be collected for them. No follow up note is necessary, unless the student wants to change an excused absence to a doctor's note absence by bringing a doctor's note upon returning to school. Students are expected to leave school at an appropriate time and to return to school as soon as possible.

RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 3 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

REPORTING ABSENCES

Parents/guardians of students who are absent due to illness are requested to notify the school by 9:00 a.m. on the day of the absence. This does not eliminate the need for the student to provide a written note regarding the absence. All absences are **unexcused** until a parent note or a doctor note is received in the office. All parent or doctor notes need to be turned into the office **within 5 days of the absence.** If the school has not been notified prior to 9:00 a.m., school personnel will attempt to contact the parents of the missing student.

No homework will be collected for an absent student unless the student's parent/guardian contacts the office with the request. The student's homework will then be available for pick up in the office between 2:30pm – 3:30pm, unless other arrangements are made.

SCHOOL HOURS

The school doors will open at 7:45 a.m. each day. Classes will begin at 8:00 a.m. and end at 3:06 p.m. Each class period will be approximately 42 minutes long. There will be a 24 minute Activity Period at the end of each day. Each student will have a 34-minute lunch during Fifth Period.

TRUANCY

Truancy will be defined as an unexcused absence from school without parental knowledge or consent. If a student is chronically or habitually truant, as defined by the State and the Local School District, notification will be made to the Regional Office of Education. After five unexcused absences the truancy office will be notified by the appropriate administrator. Depending on the evaluation of the situation made by the Regional Office personnel, parents may be found guilty of a Class C misdemeanor.

VACATIONS

Removing a student from school for vacation trips is discouraged. However, if the student prearranges the vacation days by bringing a note from his parents/guardian to school stipulating the days to be missed, they may contact their teachers and request the assignments that they will be missing. Tests missed during the vacation are to be completed at the teacher's earliest convenience. These days will count against the student's non-credit days. No vacation absences will be excused during final exam days without the permission of the principal.

USE OF ARTIFICIAL INTELLIGENCE

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn,

reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

MARSHALL DISTRICT #C-2 COMPUTER ACCEPTABLE USE POLICY

Internet access is available to students and teachers in Marshall District #C-2. The Internet enables worldwide connection to electronic mail, discussion groups, databases, shareware software, and other informational sources such as libraries and museums. Marshall District #C-2 provides Internet access to promote educational excellence and engaged learning in the district's schools by facilitating resource sharing, problem solving, innovation and communication.

Philosophy

- Risk – It is impossible to control all materials on the Internet. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or controversial. With global access to computers and people, there is a risk that students may access material that may not be considered to be of educational value in the context of the school setting.
- Users responsible – Internet users, like traditional library users, are responsible for their actions in accessing available resources.
- Mandatory Workshop – Mandatory workshop completion is required before Internet access is granted to any faculty, staff, student or parent. The purpose of the workshop is to educate users on proper Internet conduct. This policy outlines general responsibilities that are acquired with Internet access.

Internet-Terms and Conditions

- Acceptable Use – Marshall District #C-2's Internet access may be used to improve learning and teaching consistent with the educational mission of the district. Marshall District #C-2 expects legal, ethical and efficient use of the Internet.
  - Privilege – Use of the Marshall District #C-2 Internet access is a privilege, not a right.
  - Voluntary – Use of the Marshall District #C-2 Internet access is voluntary on the part of the student or teacher.
  - Subject to system administration – All Marshall District #C-2 Internet access is subject to system administrator perusal for virus scanning or inappropriate use investigation.
- Inappropriate Use – Inappropriate use includes, but is not limited to intentional uses that violate the law, that are specifically named as violations in this document, that violate the rules enumerated in the Marshall District #C-2 Student Handbooks or any other use that hampers the integrity or security of the district's computer network or any computer networks connected to the Internet.
  - Transmission of any material in violation of any international, United States or state law is prohibited. This includes, but is not limited to: copyrighted material and threatening, harassing or obscene material. Any violations of the law through the use of the Marshall District #C-2 Internet access may result in disciplinary action or litigation against the offender by the proper authorities.
  - Commercial use – Use for commercial, income-generating, "for-profit" activities or product advertisement is prohibited. Sending unsolicited junk e-mail or chain e-mail letters is prohibited.
  - Vandalism/Mischief – Vandalism and mischief while using the Marshall District #C-2 Internet access is prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or any networks that are connected to the Internet. This includes, but is not limited to, the creation or propagation of a computer virus. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.
  - User sharing – Once access has been granted to the Marshall District #C-2 Internet, the user is responsible for all actions taken while on the

Internet. Sharing of Internet access is not permitted.

- Electronic Mail – Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users is prohibited.
- File/Data violations – Deletion, examination, copying or modification of files and/or data belonging to other users is prohibited.
- Downloading – Downloading of any files onto District #C-2 computers is prohibited.

Consequences of Policy Violation(s)

A violation of the provisions of this policy may result in revocation of the user's Internet access privileges and/or e-mail account, regardless of the success or failure of the attempt. In addition, school disciplinary action, including suspension or expulsion, and or appropriate legal action may be taken.

- Initial determination – The school administrators, with the assistance of the teacher, will make the initial determination of any policy violation.
- Due process – Violators will be accorded due process rights in the determination of possible violations and consequences.
- Denial, revocation, or suspension of Internet Access – The school administrator, in accordance with the Marshall District #C-2 disciplinary procedures, may deny, revoke, or suspend any Internet access as deemed necessary.

Disclaimer

Marshall District #C-2 makes no warranties of any kind, whether expressed or implied, for the service it is providing. Marshall District #C-2 will not be responsible for any damages suffered by users. This includes loss of data resulting in delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Marshall District #C-2 is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Internet is at the user's own risk. Marshall District #C-2 specifically denies any responsibility for the accuracy or quality of information obtained through its services.

DISCIPLINE

PHILOSOPHY OF DISCIPLINE

Schools in many ways reflect the larger picture and are influenced by the society in which they exist. Schools are also agents for change in our society. It is the responsibility of our schools to see that each student does learn through school experiences to recognize individual worth, to respect the rights of others, to cooperate for the welfare of the group, to critique one's own work, and to feel personal satisfaction in individual and group success. Due to the scope of this task, parents and community also play key parts in citizenship training since schools cannot do the job alone.

Order is a vital prerequisite to learning. Purposeful, on-going, disciplinary practice encourages active, cooperative participation by each student and includes positive reinforcement for productive behavior. Behaviors disruptive to the learning process cannot be dealt with effectively by a simple list of prescriptive punishments; effective solutions must also address themselves to the causes for the climate of unacceptable behavior. Disciplinary consequences for inappropriate behavior should be administered in a constructive manner aimed at contributing to the student's development of self-discipline.

This is a commitment which requires everyone-members of the board of education, school district personnel and teachers, parents, and students-to assume their share of responsibility. To do otherwise would be a great disservice to the young people of Marshall.

FACTORS TO DETERMINE CONSEQUENCES

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Outlined below are a range of consequences for varying violations. Each situation is unique, so depending upon the circumstances; the principal may change the punishment as is deemed appropriate. It is the goal of the district to keep students safe, but at the same time limit the use of exclusionary discipline practices when possible.

SUPERVISION OF STUDENTS

The teaching staff shall have full authority to supervise students while the students are at school or engaging in a recognized school activity away from school. In addition, the teaching staff shall have authority to supervise students who are on their way to and from school when supervision is needed to insure the safety and welfare of students.

BEHAVIORAL **INTERVENTIONS**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures will be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption and/or presentation to the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures.

MISCONDUCT BY STUDENTS WITH DISABILITIES

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans: (a) within fifteen (15) days after the policies and the procedures have been adopted by the school board, or (b) within fifteen (15) days after the school board has amended its policies and procedures, or (c) at the time an individual education plan is first implemented for a student. All students shall be informed annually of the existence of this policy and the procedures and a copy of the local procedures shall be made available upon request of any parents and guardians.

The District's Restraint and Time Out (RTO) Plan is available for review by request at your student's school office. The RTO plan is also available on the District Special Education website.

TYPES OF BEHAVIORIAL INTERVENTIONS

DETENTION

Detentions or other disciplinary action may be given by certified staff members for infractions of any school rule. Whenever possible, the student will be warned or a conference held before any detentions are issued. Certified staff members may issue a maximum of three detentions per occurrence of a violation of school rules. All assigned detentions will be 50 minutes after or 40 minutes before school. Morning detentions will be held on Wednesday's beginning at 7:20. After school detentions will be held on Tuesday and Thursday beginning at 3:10. Parents or guardians are responsible for a student's transportation home after a detention. Detentions are to be served on the day assigned by the administration. On any day that school is dismissed early because of an emergency closing or a holiday, the detention will be served on the next school day that detentions are held. If a situation arises where a student is unable to serve the detention on the day assigned, the student may reschedule the detention one time.

Rescheduling of the detention must occur prior to the date and time specified on the original detention. If a student fails to serve the detention on the date assigned, the student will be given an additional detention for the day missed. Failure to serve a detention that has been re-issued will result in suspension or being assigned to Saturday School. Students who have excessive detentions may be suspended or be assigned to Saturday School. Copies of the detention slips will be mailed home to the parent/guardian of the students receiving them.

SATURDAY SCHOOL

Saturday School may be assigned by the principal/assistant principal for students who have been truant from school and/or for students who have violated school rules. In addition, students may request to attend Saturday School if they have been placed in a non-credit status in a class due to absences. Failure to serve a Saturday School that has been assigned will result in an in-school suspension. Multiple offenses will result in out of school suspensions.

Saturday School will be a supervised study period on Saturday morning from 8:30 a.m. to 11:30 a.m. Students are to report to the Saturday School room no earlier than 8:15 a.m. and no later than 8:25 a.m. Students will be required to read, study, or complete assignments during the entire time. The student must bring textbooks, library books or appropriate schoolwork to Saturday School.

The rules for Saturday School are simple but strict. Sleeping, talking and disturbing other students will not be allowed. Students who fail to comply will not be given credit for attending and may face further disciplinary action.

Transportation to and from Saturday School is the responsibility of the students and their parents. In cases where a parent has indicated that their child is unable to attend Saturday School on the date assigned, one opportunity will be provided for the Saturday School date to be changed to the next date that Saturday School will meet. Acceptable reasons for this type of delay of Saturday School will be rare.

A teacher will be on duty throughout the morning to supervise the students. Students will be allowed one 5-minute break beginning at 10:00 a.m.

If a student is unable to attend Saturday School due to illness, the parent must notify the school at 826-2395 between 8:15 a.m. and 8:25 a.m. on the day the Saturday School has been assigned. Failure to do so will result in the student being unexcused to the Saturday School.

IN SCHOOL SUSPENSION

In School Suspension is designed to counteract many of the negative effects of suspension. Instructional time can continue without interruption and special academic help can be provided as needed. Counseling services for students experiencing personal, academic, or behavioral difficulties can result in behavioral changes such as an improved self-image and greater self-discipline.

Students who receive In School Suspension should report to the office by 8:00 a.m. on the day of their suspension for attendance. Students should bring all of their academic textbooks, paper, and a writing utensil. The students will then report to the ISS room with the ISS supervisor. Students are then to work on homework assignments. If the student has no homework to work on, the student will be given an alternative assignment by the ISS Supervisor. Students can earn up to 100% for completed and correct work.

Students will be given breaks as deemed by the ISS Supervisor. Students in ISS will not be permitted to leave school grounds at any time during the day (including lunch). There is to be no sleeping, talking, disturbing other students, etc. during ISS. Students who fail to comply with the ISS rules and expectations will not be given credit for the ISS and may face further disciplinary actions.

OUT OF SCHOOL SUSPENSION

The Principal may suspend any student for up to ten days. Students have the right to be informed of why they are being suspended and have the right to respond to the charges. Students who are suspended have the right to appeal the suspension to the Superintendent and/or the School Board. Their parents will also be called, if possible, and informed in writing of the reason for the suspension. In some instances, a parent/student conference will be requested prior to the end of the suspension. During the suspension, students will lose all their school privileges. This means that students may not attend any home or away sporting events or participate in any home or away extra-curricular activity while on suspension. In addition, students who are on an out-of-school suspension may not be on campus during that time.

Out-of-school suspension may be used by the principal for repeated rules violation or behavior that might reasonably lead school authorities to forecast substantial disruption or material interference with school activities. Students will be given class work during the time they are suspended. The students can earn up to 75% for completed and correct work.

Guidelines for Suspension

Students may be suspended from school for gross misconduct or gross disobedience in accordance with the Illinois School Code and the Marshall Community Unit District C-2 School Board Policies. Students may be suspended for acts of gross misconduct and/or gross disobedience, which take place in the school, on school property, on a school bus, or at a school-sponsored function.

EXPULSION

The Board of Education may take action upon the recommendation of the administration to expel, for periods in excess of 10 days and up to 2 years, students guilty of gross disobedience or misconduct. Students have the right to be present and to be informed of the reasons in advance of the hearing, why they are being recommended for expulsion, and the right to respond to those charges. In addition, the student may be represented by counsel at the student's own expense. Below are listed extremely serious violations of the type, which may result in a recommendation of expulsion.

PRINCIPAL'S REFERRAL (BEING SENT TO THE OFFICE)

In most situations, being sent to the office is a result of actions by the student that disturb the learning environment of the classroom. Students should keep in mind that the school's primary obligation is to try to help all students learn and that we will not permit the thoughtless and irresponsible behavior of one or two students to spoil the learning atmosphere for other students in the classroom. Additionally, students are expected to participate in classroom activities and discussion. Students who fail to participate in those classroom activities and discussions or attempt to sleep in class will be sent to the office.

1st offense: The first time in a given semester a student is removed from the class and sent to the office, the student will receive a Saturday School for their class misconduct (additional discipline action could be taken depending on the circumstances). The student will not return to class until a meeting takes place between the student and the teacher to discuss the misconduct and a plan to remedy the situation is developed.

2nd offense: The second time a student is sent from a class in the same semester, the student will receive a one-day suspension. Prior to the student returning to class a meeting between the student involved, the teacher involved, the student's parent/guardian, and an administrator will take place to discuss the misconduct. At that time an alternative plan to remedy the student's misconduct will be developed.

3rd offense: The third time a student is sent to the office from a class in the same semester, the student will be removed from the class for the remainder of the semester with a failing grade in the course.

More serious infractions of school rules that result in a student being sent from class such as gross disrespect, fighting, etc. will generally receive more severe punishments.

END OF THE YEAR DISCIPLINE

At the end of the school year, any student that has accumulated excessive disciplinary actions will be required to use detentions, Saturday schools, in school suspensions or out of school suspensions to fulfill discipline requirements.

BUS RULES

On any school sponsored trip, teachers, coaches, and bus drivers are in full charge of the students and bus. Classroom conduct must be observed at all times when riding the bus. The privilege of riding on the school bus is dependent upon good behavior and observance of the rules and regulations.

The following rules and regulations apply to bus transportation to and from school, extracurricular events, class trips, and field trips, etc. Students traveling on the bus to such events are also to return on the bus unless returning with their own parent(s) or guardian(s). Permission must be obtained from authorized personnel on the trip or prior approval from the principal.

Students involved in security or legal violations on such trips will be remanded to the custody of the appropriate security law enforcement officer. The rules have been given careful consideration and the school feels they are in the best interest of your child.

Please read them carefully and impress upon your child the importance of observing the rules. When transporting students to and from school, only authorized personnel shall be permitted on the bus.

- Students shall be ready to board the bus at the designated times
- Students shall be careful in approaching the school bus. They should wait until the bus is a complete stop before attempting to enter
- Students shall remain off the road at all times and conduct themselves in a safe manner while waiting for the bus
- Students must ride their assigned bus to and from school. Students must have permission from the office to ride a different bus
- Students shall observe the following rules for bus behavior and decorum:
- Refrain from using profane or indecent language
- No smoking or possess tobacco products on the bus
- Assist in keeping the bus as safe and sanitary as possible at all times
- Avoid unnecessary noise which might divert the driver's attention and cause an accident
- Never stick hands, arms, or any other part of the body out of the windows or doors
- Pay for damage intentionally caused to seats or other interior parts of the bus
- Never experiment or tamper with the bus or any of its equipment
- Leave nothing in the bus such as lunches, clothing, or books
- Keep personal possessions out of the aisles
- Never throw anything out the bus windows or anything into the bus
- Remain in assigned seats until the bus has stopped and avoid rowdiness and horseplay while on the bus
- Practice courtesy to fellow students and the bus driver
- Remain quiet while the bus is approaching and crossing railroad tracks
- Obey the school bus driver and in case of emergency they shall remain in the bus unless otherwise instructed by the individual in authority
- Be good school bus citizens in every way possible
- Not possess, use, or sell alcohol or other drugs

Students shall observe the following when leaving the bus:

- The older students shall help look after the safety of smaller children
- Students shall be careful and wait for the alert signal from the school bus driver
- When necessary to cross the road after getting off the bus, the student will cross twelve feet in front of the bus after looking both ways to make sure no traffic is approaching. The driver shall wait for them to cross.
- Students shall get off at the stop designated for them unless their parent(s) or guardian(s) have made arrangements with the driver and a school

administrator to authorize their departure from the bus at a different place

- Whenever a road becomes impassable or dangerous to travel or whenever a bus cannot safely be turned around for efficient routing, the director of transportation shall be empowered to change a route to avoid this situation

Violation of bus conduct rules will result in disciplinary action to be taken by the school administration. Action may include the following:

- Conference with the student
- Discipline notice sent home
- Suspension of bus riding privileges and/or suspension from school or other appropriate discipline as outlined in the discipline code

The parent(s) or guardian(s) of any student suspended from a bus will be required to furnish his/her transportation to and from school during the entire period of the suspension.

A video system has been installed on all of the district buses and will be in use when this video monitoring system is present, the camera will provide a visual and audible record of activities on the bus. The use of such systems will allow the driver to focus on the safe operation of the school bus vehicle.

If a discipline problem is recorded, a Marshall High School cassette tape will be made for presentation. A presentation to parent(s) or guardian(s) of students shown in the tape and/or school board members will be conducted if necessary. Any tape filmed on a school vehicle will only be shown to the personnel of the school, parent(s) or guardian(s) of students shown in the tape. If criminal actions are recorded on the tape, a copy of said tape may be provided to law enforcement personnel.

Illinois law requires that all bus riding pupils must experience a practical school bus evacuation drill at least twice each year. During the drill, students need to move at least one hundred feet away from the side of the school bus.

EXCLUSION OF STUDENTS

It is the policy of the Board of Education to maintain in the schools an environment conducive to learning and conducive to the educational process. A student's conduct is largely a personal matter that should be maintained within limits of acceptability. However, school administrators and teachers have an important responsibility when a student is to learn. Therefore, whenever it is in the best interests of the student, the school or other students to exclude a student from the educational program or related services, the following procedures shall be followed:

DISCPLINARY DEFINITIONS

1. "Exclusion" means any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.
2. "Suspension" means exclusion in school or out of school for a period not to exceed ten (10) school days or until the end of the next grading period, whichever is less. A student will be graded on all work required during the suspension. It must be turned in upon return to regular classes.
3. "Emergency" means a situation where the student's presence poses an immediate or a continuing danger to persons or property or constitutes an on-going threat of disrupting the education process.
4. "Bus Suspension" means an exclusion from riding a school bus for any length of time.
5. "Expulsion" means exclusion for a period of more than ten (10) School days, but not more than two (2) years.

SUSPENSION PROCEDURES

1. The suspending official shall give the student oral or written notice of the charges which constitute the student's gross disobedience or misconduct and a summary of evidence which supports such charges.
2. If the student denies the charges the suspending official shall give the student an opportunity to explain the incident.
3. The suspending official shall make a finding, based upon the evidence that the charges are supported by the evidence and a suspension is in order.

EXPULSION PROCEDURES

The superintendent and/or principal shall institute expulsion proceedings against any student guilty of gross disobedience or misconduct. Gross disobedience or misconduct of students shall include, but not be limited to, instances of the following:

1. Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
2. Possession, use, distribution, purchase, sale, or if found to be under the influence of controlled substances and look alike substances and/or alcoholic beverages.
3. Injury or threat of injury to any school district employee, official, or student.
4. Destruction and/or defacement of any school property.
5. Possession, use or distribution of a dangerous weapon.
6. Other such conduct that poses a danger to persons or property or disrupts the educational process.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

*****NOTICE*****

The previous procedures are standards. Depending upon the circumstances, the principal may change the punishment as prescribed.

*Items that are starred (*) are disciplinary actions whose consequences cover the academic school year.

*BATTERY UPON ANOTHER STUDENT

1st offense: 5-10 days out of school suspension with potential recommendation for expulsion or alternative education placement.

Local law enforcement will be notified.

*BOMB THREAT, ARSON, POSSESSION OF A WEAPON, AND/OR EXPLOSIVES

1st offense: 10 day out of school suspension with a recommendation for expulsion.

Possession or use of explosives, firearms, or other dangerous weapons or instruments shall be prohibited on school buses, in school buildings, at any school related activity, or on school grounds at all times.

The District shall notify the parents of the action taken and may notify juvenile authorities. In cases of expulsion, the District shall follow procedures required by state law and Board policy.

*BULLYING OR CYBER BULLYING

Bullying is defined as any form of behavior that subjects a person to physical or psychological harm. Schools in Illinois are required to: identify students who are at risk for aggressive behavior (including bullying), notify their parents, and intervene immediately. The most effective deterrent to bullying is to tell kids early and often that such behavior will not be tolerated.

Marshall C-2 will use the following demonstrated behaviors to identify students at risk:

- Past history of aggressive or violent behavior, stealing, vandalism, lying, cheating, and fire setting
- Uncontrolled anger
- Mild patterns of hitting, intimidating, and bullying
- History of discipline problems
- Threats to use violence
- Possession of a weapon
- Expressing violence in writing or drawing
- Affiliation with gangs
- Prejudice or intolerance for differences

Parents of students deemed to be at risk of bullying behavior will be notified of the school's concerns and informed of our intervention process in the event it is needed. Our process will include, but not be limited to:

- Encourage all staff to report observances to the principal
- Interview all involved students
- Notify parents of concern
- Refer concerns to a team of counselor, psychologist, social worker, BD/ED itinerant, and police
- Come up with individual plan as situation dictates

1st offense: 1 day out of school suspension

2nd offense: 3 day out of school suspension

3rd offense: 5 day out of school suspension

CELL PHONES IN CLASS

1st offense: Verbal warning and device must be picked up in the office by the student after school.

2nd offense: 1 day of detention and the electronic device must be picked up in the office by the student.

3rd offense: 1 day of Saturday school and the electronic device must be picked up in the office by the student's parent/guardian.

4th offense: 1 day of out of school suspension and the electronic device must be picked up in the office by the student's parent/guardian

***Use of a cell phone during testing will be considered cheating. All cell phones will be turned in to test administrators while taking any state standardized

testing. If caught with a cell phone this will be considered insubordination and disciplined as such.

CELLULAR PHONE, CAMERAS, GAMES, AND OTHER ELECTRONIC DEVICES

Students are not to use cell phones or other electronic devices for music, games, cameras, video, social media, or any other use that is disruptive without the permission of administration. Depending on circumstances additional consequences can be added up to those of gross disobedience or misconduct.

Students are allowed to use their cell phones or other electronic devices at school before school, during passing periods, lunchtime and after school for texting and phone calls only. This will be allowed in the hallways and cafeteria. Students may not use their cell phones or other electronic devices during class or while participating in school events without the permission of school administration or teachers. Students may be required to turn their cell phone in to the teacher at the beginning of each class with all sounds and haptics turned off. Cell phones would be returned to the student at the end of the class or as needed during the class for educational purposes with the permission of the teacher. Violation of the cell phone policy will result in confiscation of the entire phone. The student will not be permitted to remove the battery or any memory components. Depending on the circumstances of the violation, additional consequences may result. Depending on circumstances additional consequences can be added up to those of gross disobedience or misconduct.

Cell phones and other devices with recording or camera capabilities will be off in locker rooms, bathrooms, or other areas with a heightened need for privacy. Violation of this rule may be considered gross disobedience or misconduct. Depending on circumstances additional consequences can be added up to those of gross disobedience or misconduct.

*CHEATING/PLAGIARISM

1st offense: 0% on the assignment and 2 days of detention.

2nd offense: 0% on the assignment, a parent conference will be initiated, and 2 days of Saturday school.

3rd offense: The student will be removed from the class for the semester with a failing grade, and 3 days of out of school suspension.

*COMPUTER ABUSE/INTERNET VIOLATIONS

1st offense: Each violation will be dealt with on an individual basis that could result in a loss of computer privileges for the remainder of the school year.

Hacking or tampering with programs, disks and/or stored information, or violating the Marshall C-2 School Internet use policy is not allowed. Students may not use another student's computer login and password to access the original student's work. Students who violate the policy or provide information to other students on how to violate the policy are subject to disciplinary action which may include, but is not limited to, losing computer privileges, being removed from their computer class(s) with a failing grade or other consequences that are described in the Student Handbook for gross disobedience/misconduct.

*DRESS CODE

The faculty and staff of Marshall High School wish to promote education and safety in every facet of the school day. This dress code is designed to facilitate education by limiting distractions and promoting safety as well as teaching students about appropriate dress. Since the home provides the funds, guidance, and upkeep of the student's clothing worn in school, it is the responsibility of the parent to see that student attire reflects the modesty and good taste expected in school. **Student attire that is disruptive to the educational process will not be considered appropriate.** The following points are not all encompassing but are an indication of the expectations regarding student attire. The principal or assistant principal has the final determination regarding the appropriateness of student dress.

1. Safe footwear shall be worn at all times.
2. Heavy or long coats intended as outdoor articles of clothing shall not be worn to class.
3. Hats, bandanas, extraneous headgear, and sunglasses are not to be worn in the building. Exceptions may be made by the Principal for head coverings worn for religious purposes or special events.
4. Heavy chains and long straps attached to the pants shall not be worn in the building. Studded items such as pointed rings, bracelets, neckwear, or hats are considered dangerous and are not permitted in school, as are piercings that have pointed ends. All jewelry must be removed in classes involving possible physical contact, operating machinery, and chemical agents.
5. Undergarments are not to be seen during the school day. Outer garments must be worn in a way as not to reveal undergarments or expose skin normally covered by undergarments. Undergarments may not be worn as outer clothing. Undergarments include but are not limited to biker and boxer shorts. Leotards, spandex, and nylon tights may be worn under appropriate outer clothing.
6. Intentionally altered clothing, unbuttoned or unzipped attire, and ill-fitted garments are not acceptable. Shirts/tops and all dresses may not expose the midriff, back, or cleavage. Shorts/pants must be fitted and cinched around the waist so as not to slip. No halter, one shoulder or strapless

tops/dresses are allowed. All tank tops will have 1" wide straps.

7. Shorts, dresses, skirts, skorts, culottes, holes in pants, and similar clothing must be no shorter than mid-thigh in a normal standing position.
8. Clothing shall be free of sexual connotations; advertisements or suggestive statements relating to drugs, alcohol, or tobacco; and inflammatory or violent pictures or statements.
9. Gang clothing, symbols, or other items associated with gangs may not be worn, displayed, or carried.

DRESS CODE VIOLATIONS

1st offense: Warning; Change into appropriate clothing.

2nd offense: 1 day of detention and change into appropriate clothing.

3rd offense: 2 days of detention and change into appropriate clothing.

4th offense: 1 day of Saturday School and change into appropriate clothing.

*Refusal to change clothing results in out of school suspension for that day.

***DISRESPECT TO ADMINISTRATION, FACULTY OR STAFF**

1st offense 1 day of Saturday school

2nd offense 1 day of in-school suspension

3rd offense 1 day of out of school suspension

***ETHNIC SLURS**

1st offense: 2 days of Saturday school and 5 mandatory counseling sessions with the school counselor.

2nd offense: 3 day out of school suspension and 10 mandatory counseling sessions with the school counselor.

3rd offense: 5 day out of school suspension and 20 mandatory counseling sessions with the school counselor.

EXCESSIVE DETENTIONS

A Saturday school may be assigned to any student who has accumulated four or more detentions at one time.

***FALSE FIRE ALARM**

1st offense: 10 days out of school suspension

2nd offense: 10 days out of school suspension and possible expulsion.

***FIGHTING**

1st offense: Contact parents and 3 days out of school suspension.

2nd offense: 5 days out of school suspension.

3rd offense: 7-10 day out of school suspension with possible alternative education placement.

***FORGERY OF SCHOOL WORK**

1st offense: 3 days out of school suspension.

2nd offense: 5 days out of school suspension.

3rd offense: 10 days out of school suspension.

***FORGERY OF PASSES/SIGNATURES**

1st offense: 1 day of Saturday school

2nd offense: 1 day out of school suspension

3rd offense: 3 days out of school suspension

***GAMBLING OR EXTORTION**

1st offense: 3 day of Saturday school.

2nd offense: 3 day out of school suspension.

3rd offense: 5 day out of school suspension.

***GANGS AND GANG-RELATED ACTIVITIES**

The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session or at school-related events, including the display of gang symbols or paraphernalia (including but not limited to chains or bandannas), is strictly prohibited. Any student who violates

this policy shall be subject to suspension or expulsion in accordance with the District's student discipline policy.

As used herein, the term "gang" shall mean any organization, club or group composed wholly or in part of students, which seeks to perpetuate itself by accepting additional members from the students enrolled in the District, and which is assembled for the common purpose or design of (1) committing or conspiring to commit criminal offenses, (2) engaging in conduct that is inimical to the public good, or (3) engaging in conduct that interferes with or disrupts the District's educational process or programs.

As used herein, the phrase "gang-related activity" shall mean any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang, or (3) to effect the common purpose and design of any gang, including without limitation to recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his will in furtherance of the common purpose and design of any gang.

*GROSS DISOBEDIENCE OR MISCONDUCT

Any conduct that disrupts the school environment may be considered gross misconduct or disobedience. Discipline will be **dependent upon circumstances. Discipline could range from Suspension to Expulsion.**

IMPROPER USE OF HANDS, ARMS, LEGS, AND FEET

1st offense: 1 day of detention

2nd offense: 3 days of detention

3rd offense: 1 day of Saturday school

INAPPROPRIATE LANGUAGE/COMMENT

1st offense: 1 day of detention

2nd offense: 3 days of detention

3rd offense: 1 day out of school suspension

*INSUBORDINATION/DEFIANCE OF AUTHORITY

1st offense: 3 days of Saturday school.

2nd offense: 3 days out of school suspension.

3rd offense: 5 days out of school suspension.

*LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

1st offense: Contact parents and 2 days of detention.

2nd offense: 1 day out of school suspension.

3rd offense: 3 days out of school suspension.

Student will have to make up lost time

*LIGHTER/MATCHES ON SCHOOL GROUNDS

1st offense: 2 days of detention

2nd offense: 1 day of Saturday school

3rd offense: 1 day out of school suspension

*PARKING/TRAFFIC OR DRIVING VIOLATIONS

1st offense: To be determined by discretion of administration

2nd offense: To be determined by discretion of administration

3rd offense: To be determined by discretion of administration

*PHYSICAL ATTACK OR THREAT OF PHYSICAL ATTACK UPON AN ADMINISTRATOR, TEACHER, SUPERVISOR, OR OTHER EMPLOYEE OF THE DISTRICT

1st offense: 7-10 days out of school suspension with possible expulsion.

Local law enforcement will be notified.

2nd offense: 10 days out of school suspension with recommendation for expulsion.

Local law enforcement will be notified.

***USE, POSSESSION OR DISTRIBUTION OF ANY SMOKING DEVICE, TOBACCO OR NICOTINE PRODUCTS**

Tobacco

1st offense: 3 days of in school suspension.

2nd offense: 5 days of in school suspension.

3rd offense: 10 days of in school suspension.

Local law enforcement will be notified.

***City ordinance prohibits possession of tobacco by individuals under the age of eighteen. Students found to be in the possession of tobacco will have their tobacco confiscated and will face disciplinary action (see Consequences of Inappropriate Behavior). Students under the age of eighteen will be reported to the city police. ***

***USE, POSSESSION OR DELIVERY OF ALCOHOL, DRUGS, LOOK-ALIKE DRUGS, INTOXICATING SUBSTANCES, DRUG PARAPHERNALIA, ANY CHEMICAL PRODUCT THAT IS USED IN A MANNER IN WHICH IS NOT INTENDED, MIND ALTERING DRUGS, OR ANY OTHER CONTROLLED SUBSTANCE**

1st offense: 10 days out of school suspension with possible recommendation for expulsion.

Local law enforcement will be notified.

***Students suspended for being under the influence of drugs/alcohol may be reinstated to school without penalty by providing negative results of a drug/alcohol test completed within 2 hours after the student was suspended. The student's parent/guardian will be responsible for paying for the drug test. If the results of the test are negative, the parents will be reimbursed for the cost of the test. ***

***PUBLIC DISPLAYS OF AFFECTION**

1st offense: Contact parents and 1 day of detention.

2nd offense: 3 days detention.

3rd offense: 1 Saturday school and/or other disciplinary alternatives.

REPEATED CLASS DISTURBANCES

1st offense: 1 day of detention

2nd offense: 3 days of detention

3rd offense: 1 day of Saturday school

RUDE, INSULTING, USE OF OFFENSIVE OR PROFANE LANGUAGE TO OTHER STUDENTS

1st offense: Contact parents and 3 days detention.

2nd offense: 2 days of Saturday school.

3rd offense: 3 days out of school suspension.

***TO ADULTS**

1st offense: 3 days out of school suspension.

2nd offense: 5-10 days out of school suspension.

3rd offense: 10 days out of school suspension with possible alternative education placement.

***SEXUAL HARASSMENT – VERBAL, NON-VERBAL, OR PHYSICAL**

1st offense: 3 days out of school suspension and 5 mandatory counseling sessions with the school counselor.

2nd offense: 5 days out of school suspension and 10 mandatory counseling sessions with the school counselor.

3rd offense: 10 days out of school suspension. Students will be recommended to be placed in an alternative education setting or for expulsion.

Local law enforcement will be informed.

***It is the policy of the Board of Education to provide for its students and staff an educational environment free from unwelcome sexual advances, unwelcome requests for sexual favors or other verbal or physical conduct or communications of a sexual nature constituting sexual harassment as defined and prohibited in this policy.

"Sexual harassment" committed by a student against another student or staff member is defined for purposes of this policy as: any unwelcome sexual advances or requests for sexual favors made by one student to another or staff member, or any conduct of a sexual nature exhibited by a student toward another student or staff member when such conduct has the purpose of substantially interfering with the student's or staff member's educational

performance or creating an intimidating, hostile or offensive educational environment.

*SIGNING OUT OF SCHOOL IMPROPERLY

1st offense: 1 day of detention

2nd offense: 3 days of detention

3rd offense: 1 day of Saturday school

STUDENTS IN UNAUTHORIZED AREAS

1st offense: 1 day of detention

2nd offense: 3 days of detention

3rd offense: 1 day of Saturday school

TARDY TO SCHOOL AND TO CLASS

Students are allowed two per semester, and then a detention will be assigned for each tardy thereafter until the student reaches 7 tardies. Once the student receives 7 in a semester it will be seen as chronic and Saturday schools or In-School Suspensions will be assigned. Students that arrive at school before 8:20 will receive a tardy. Any student that arrives after 8:20 will receive an unexcused absence and be assigned a detention.

*THEFT***

1st offense: Call parents, restitution, and 3 days of Saturday school

Local law enforcement will be notified.

2nd offense: Restitution and 3 days out of school suspension

Local law enforcement will be notified.

3rd offense: Restitution, 5 days out of school suspension, and possible alternative education placement.

Local law enforcement will be notified.

Students are required to turn in to the office, items which are not theirs found on school property.

*VERBAL OR NON-VERBAL THREATS OR INTIMIDATION TOWARDS ANOTHER STUDENT

1st offense: 3 days out of school suspension

2nd offense: 5 days out of school suspension

3rd offense: 10 days out of school suspension with possible expulsion

***Students may not make verbal and/or implied threats to teachers and/or other students, which could alarm, disturb, or interfere with the orderly operation of the school. For example, students who make statements such as, “I’ll kill you,” “I’m going to bomb this place,” or other comments, verbal and/or implied that may be construed as threats to the safety of students and staff members will be subject to disciplinary action and mandatory counseling. Depending on severity, we will involve police, parents, and counselors. ***

*VERBAL OR NON-VERBAL THREATS OR INTIMIDATION TOWARDS AN ADMINISTRATOR, TEACHER OR STAFF MEMBER

1st offense 5 days out of school suspension

2nd offense 10 days out of school suspension with possible expulsion

*UNEXCUSED ABSENCES

All offenses: 1 day of detention

UNEXCUSED ABSENCES FROM SATURDAY SCHOOL

1st offense: 1 day of in school suspension

2nd offense: 1 day of out of school suspension

3rd offense: 2 days of out of school suspension

*VANDALISM/DESTRUCTION OF SCHOOL PROPERTY/PERSONAL PROPERTY

1st offense: Contact parents, restitution, and 2 days of Saturday school

Local law enforcement will be notified.

2nd offense: Contact parents, restitution, and 3 days out of school suspension

Local law enforcement will be notified.

3rd offense: Contact parents, restitution, and 5 days out of school suspension

Local law enforcement will be notified.

***Any student who through misuse or carelessness damages or causes school property to be damaged will be required to pay for repairs or replacement. In addition, students may be suspended from school for such misuse or careless damage to school property and may face possible criminal charges by the appropriate authorities.

MANDATORY REPORTING TO THE POLICE

Any threats of violence, assaults, or possession of drugs or alcohol as defined in the Student Handbook will be reported to the Marshall Police Department. The contact person in the Marshall Police Department will be the liaison officer stationed in the school district or the Chief of Police.

COURTHOUSE SUPERVISION

Students who are under supervision by the Clark County Probation Department are expected to serve any suspension time at the Clark County Probation Office. Other students may also be assigned to serve time there as an alternative to an out-of-school suspension depending on the nature of the disciplinary situation and the availability of space in the probation department.

SCHOOL PERSONNEL

Any misbehavior directed toward school personnel or their property that can be related to school will be dealt with as an extension of the school.

*****NOTICE*****

The previous procedures are standards. Depending upon the circumstances, the principal may change the punishment as prescribed.

WITHHOLDING PERTINENT INFORMATION CONCERNING A SUSPENDABLE OFFENSE

Consequences depend on severity of offense.

EMERGENCY PROCEDURES

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio, television station, or check e-mails to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

SAFETY DRILLS

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

FIRE DRILL PROCEDURES

In case of fire, pull the nearest fire alarm station. They are located in the McNary Gymnasium, the gym lobby, the Industrial Arts Shop, the Agriculture Shop, and in the upper and lower hallways of the building. When exiting, take your class roster with you. Take attendance at the appointed meeting location.

ROOM EVACUATION ROUTES

<u>Rooms 200, 204, 205, 206, and 207</u>

Leave down the north stairway and out the north stairway exit. Assemble in the church courtyard.

<u>Rooms 208, 209, 211, and 213</u>

Leave down the middle stairway and out the middle exit. Assemble in the church courtyard.

<u>Rooms 217, 218, 220, and 221</u>

Leave down the west stairway and out the exit west of the cafeteria. Assemble in the church courtyard.

<u>Cafeteria</u>

Leave via the exit at the west end of the cafeteria. Assemble in the church courtyard.

Rooms 107, 109, 110, 111A, 111B, 112, 113, and 114

Leave via the south doors. Assemble in the empty lot at the southeast side of the high school along the sidewalk.

Rooms 101, 102, 103, 105, 106, and 108

Leave via the office exit. Assemble in the church courtyard.

Chorus Room

Exit out the north door and assemble in the church courtyard.

Band Room

Exit out the main door into the hallway. Leave via the north exit and assemble in the church courtyard.

McNary and Ross Gymnasiums

Leave via the northwest exit and assemble on the football field.

Industrial Arts

Leave via the west door and assemble on the football field.

Agriculture

Leave via the shop door to the north. Assemble on the football field.

Functional and Resource Room

Exit the front door. Assemble on the football field.

WHEN THE FIRE ALARM SOUNDS

1. Students shall exit as specifically instructed quickly, quietly, and in an orderly manner.
2. Teachers shall close classroom doors. Windows should be closed if it does not cause a serious delay.
3. No one shall stop to obtain outer clothing when the alarm sounds.
4. Help should be provided by a pre-arranged plan for those students incapable of moving at a reasonable speed.
5. If the planned exit is blocked, the teacher should seek an alternate route out of the building. Report to the assembly area as soon as safely possible.
6. Each class shall proceed to a pre-determined point outside the building. Once there, attendance should be taken. An appropriate move to a safe distance from the building and emergency crews can be planned.
7. Students and teachers will remain outside the buildings until the fire alarm stops sounding and a safe re-entry are ensured.

TORNADO WARNING PROCEDURES

The Tornado Warning and all clear will be signaled verbally on the P.A. system. When exiting your classroom, take your class roster with you. Take attendance at the appointed meeting location.

ROOM EVACUATION ROUTES

Rooms 200, 204, 205, 206, 207, and 208

Leave down the north stairway to the lower North Hallway.

Rooms 209, 211, and 213

Leave down the middle stairway to the hallway between the cafeteria and the band room.

Rooms 217, 218, 220, and 221

Leave down the west stairway to the hallway between the cafeteria and the band room.

Cafeteria

Assemble in the hallway between the cafeteria and the band room.

Rooms 101, 102, 103, 105, 106, 107, 108, 109, 110, 111A, 111B, and 112

Assemble in the lower north hallway.

Rooms 113 and 114

Assemble in the lower hallway outside your doors.

Chorus Room

Exit to the hallway between the cafeteria and chorus room

Band Room

Exit to the hallway between the chorus room and the band room.

McNary and Ross Gymnasiums

Enter the shower room in the varsity dressing room.

Industrial Arts, Agriculture, and Auto

Exit to the hallway between the industrial arts shop and the agriculture classroom. If numbers are too great, use the hallway west of the gymnasium.

Functional and Resource Room

Enter the shower room in the restroom.

WHEN THE ALARM IS GIVEN

1. Students shall exit as instructed, quickly, quietly, and in an orderly manner.
2. Students shall sit on the floor with their backs to the wall. Do not face outside doors or windows. Have students protect themselves from flying glass and debris.
3. Teachers should have a class roster available with which to take roll.
4. If caught outside when a tornado warning is sounded, take cover in any of the buildings.
5. If there is not time to take refuge in a building, lie flat on the ground. If there is a ditch, get into it. Stay away from utility lines.

EARTHQUAKE DRILL PROCEDURES

In the event of an earthquake, students in classrooms and hallways should follow the procedure of dropping to their knees, bending over and placing their head between their knees while covering the back of their head with their hands. If a desk or table is available, take cover under it in the manner described above. If you are in a gym, proceed immediately to either the locker room or a hallway and follow the procedure described above. As soon as the shaking subsides, move out of the building in the manner described under the fire drill procedures. Stay with your class once you are outside the building and wait for further instructions.

GENERAL INFORMATION

ALTERNATIVE SCHOOLS

Students with serious and/or repeated disciplinary problems may be referred to the Bridges Alternative School run by the Regional Office of Education in Paris. Only students under the age of 16 may be placed in Bridges.

Students over the age of 16 may request to attend the Pathways to the Future alternative school in Paris. Students who need an alternate educational placement because of poor attendance, lack of progress towards graduation, credit deficiencies, or a disciplinary action may apply for admittance. Acceptance is on a first-come first-served basis. When selected to attend, the student withdraws from Marshall High School. Credits earned while at Pathways are transferable to Marshall High School and may be applied towards graduation. Alternative schools are meant to help students recover credits missed. Students that attend alternative schools will not be allowed to graduate earlier than their assigned class.

ASBESTOS MANAGEMENT

The asbestos management plan for all District C-2 schools is available for inspection by any interested individual by appointment made through the superintendent's office at least one working day in advance.

BOARD POLICY STATEMENT ON STUDENTS

Other guidelines that apply to students may be found in section 6000 in the Board Policy Manual. This manual is available for review in the principal's office.

BOOK BAGS, PURSES, AND BACKPACKS

For the health, well-being, and safety for everyone, students are not to bring book bags, purses, or backpacks to class. Book bags, purses, and backpacks are to be stored in their lockers at all times.

COURTHOUSE SUPERVISION

Students who are under supervision by the Clark County Probation Department are expected to serve any suspension time at the Clark County Probation Office. Other students may also be assigned to serve time there as an alternative to an out-of-school suspension depending on the nature of the disciplinary situation and the availability of space in the probation department.

DAILY ANNOUNCEMENTS

The students' main source of information about many items related to school is the daily announcements. School announcements are posted on the school website daily. It is the responsibility of each student to check with their teachers if they need to review any information in those announcements.

DECEASED CLASSMATES

The school district will pay for flowers in the name of the graduating class for deceased classmates up to five years after graduation.

DIRECTORY INFORMATION

Students and/or parents are hereby given notice that the following categories of information may be published without written consent. You also have the right to deny publication provided you give such denial to the building principal during the first full week of school or prior to the sixth day of school.

1. Name and address
2. Telephone listing
3. Date and place of birth
4. Major Field of study
5. Participation in school sponsored activities
6. Weight and height of members of athletic teams
7. Period of attendance in the school
8. Degrees and awards received
9. Previous school attended
10. Photographs

DISEASE POLICY, SEX EQUITY, NON-COMPLIANCE WITH IMMUNIZATION REQUIREMENTS, HOMELESS LIAISON

School Board policies related to infectious diseases, sex equity and non-compliance with immunizations are available for review in the school office. The homeless children liaison is the high school principal.

FAPE (FREE APPROPRIATE PUBLIC EDUCATION)

The Marshall School District assures that it will provide a free appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction.

EMERGENCY RELEASE OF INFORMATION

Information may be released without parent(s) or guardian(s) consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other persons. Parent(s) or guardian(s) may 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.

FIELD TRIPS

Students who wish to participate in an optional school sponsored field trip must be passing all classes at the time of a grade check prior to the day of the field trip and have at least 90% attendance for that semester.

FEES, FINES, AND CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parents or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code.

The building principal will give additional consideration where one or more of the following factors are present:

1. An illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.
3. Seasonal employment;
4. Emergency situations; or

5. When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

FOOD OR DRINK

No food or drink is allowed in the hallways or classrooms unless it is class related or is stated for medical reasons.

HOMEWORK

Homework is an important part of each student's education. Homework is a tool for teaching the necessary skills of independent study and learning outside the school. Schools characterized by high achievement emphasize studying, skill attainment and responsibility for learning and homework.

Homework:

1. Increases time on task
2. Extends opportunity to pursue special interests or ability areas
3. Challenges students to set priorities, manage their time, and develop self-discipline for lifelong learning
4. Provides an opportunity for parental involvement in the formal educational process
5. Communicates high expectations schools hold for their students, teachers, administrators and community

Completing homework assignments is the responsibility of each student.

INTERNET SITE

Marshall Community Unit School maintains a web site at the following address: **www.marshall.k12.il.us**. School information including the school budget is posted on links from this web address. Photographs of students may be posted at this site. Parents/guardians who do not wish to have their student's picture posted should contact the high school office.

INTERVIEW OF PUPILS BY LAW ENFORCEMENT

Representatives of law enforcement agencies may interview a student without a parent/guardian being notified when the student is not a suspect in a case. Students who are suspects may not be interviewed until his/her parent/guardian has been notified unless imminent danger may result due to a lapse in time.

LOCKERS

1. Desks, lockers, textbooks and other materials or supplies loaned by the school to students remain the property of the school, and may be opened and/or searched by school employees for cleaning, maintenance, or emergencies. When a prohibited item is found in the course of routine cleaning or maintenance, or in the case of emergency, it will be confiscated and a report will be made to the principal who will determine whether further investigation is warranted.
2. School property may also be searched by school employees upon reasonable suspicion that school policy is being or has been violated. The principal, assistant principal, or superintendent will determine reasonable suspicion.
3. Searches of clothing that the student is wearing, student personal effects, or student vehicles will be conducted if there is cause to believe that a breach of school policy is being or has been committed.
4. Any materials that are found to be in violation of city, state, or federal law will be turned over to the proper authorities.
5. Law enforcement officials may participate in school searches.
6. Students are responsible for contents and should leave lockers locked with a school provided lock.
7. No drinks should be in the lockers at any time without permission of an administrator.

LUNCH - CAFETERIA

The cafeteria serves well-balanced meals at the lowest possible cost. You may purchase your tickets before school each day. This gives an accurate count so the proper amount of food may be prepared. No cafeteria tickets will be sold after the beginning of the second period. Adult tickets for the cafeteria are also available.

All lunches eaten at school are to be eaten in the cafeteria regardless of whether you purchase it there or bring your lunch from home.

You are asked to observe the following regulations in the cafeteria area:

1. Walk; do not run to the cafeteria line.
2. Do not cut into the cafeteria line. Special permission may be granted when necessary to enter the line ahead of others.
3. Observe good table manners.

4. Leave your table space clean when you leave.
5. Deposit papers, milk cartons and straws in the proper deposit containers.

Ninth grade students along with students who have not achieved Tenth grade credit status are required to remain on campus during their lunch period. Students may be in the lower gymnasium hallway or cafeteria during lunch. Students may not be in the parking lot or adjacent property to the school. Ninth grade students may not leave school grounds unless there is a special circumstance and must have prior approval by a school administrator. Parent must sign the student out, back in, and be present with the student the entire lunch hour. Ninth grade students who leave campus at lunch will be subject to disciplinary action.

Students must be in Tenth grade or higher by credit status in order to be eligible for open campus. Tenth, eleventh and twelfth grade students should remember that open campus is a privilege that may be revoked due to gross misconduct or disobedience. Examples of behaviors that include but are not limited to: not returning to campus on time, an unexcused absence to your fifth period class, failure to return to school for your afternoon classes without notification to the school, and inappropriate driving while off campus.

Students must have a signed permission slip on file in the office in order to be eligible to utilize their open campus privilege.

MANDATED REPORTERS

Mandated reporters and other persons should call the Hotline when they have reasonable cause to suspect that a child has been abused or neglected. The Hotline worker will determine if the information given by the reporter meets the legal requirements to initiate an investigation. The number to call is 1-800-252-2873.

NON-RESIDENT STUDENTS

Non-resident students may attend district schools upon the superintendent's recommendation, approval of the Board of Education, and subject to the following:

The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.

The student will attend the school designed by the School Board.

The student will be accepted only if there is sufficient room.

The student's parents or guardians will be charged the maximum amount of tuition as allowed by State law.

Transportation to and from school shall be the responsibility of the parents or guardians.

NOTIFICATION OF CERTIFICATE OF COMPLETION FOR SPECIAL EDUCATION STUDENTS

A high school student with a disability, who will have completed 4 years of high school at the end of a school year, shall be able to participate in the graduation ceremony of the student's high school graduating class and receive a "certificate of completion" if the student's individualized education program prescribes special education, transition planning, transition services, or related services beyond the student's 4 years of high school.

A high school student with a disability, who does not fulfill state and local graduation requirements and has completed 4 or more years of high school, will receive a "certificate of completion". The minimum requirements, located on page 9, include an algebra I course, a geometry course, and a writing intensive course. These courses need to be of appropriate rigor as required by the Illinois Learning Standards. All high school courses are to follow the school's grading scale, as indicated on page 9. Pass/fail courses do not meet state and local guidelines.

NOTICE OF RIGHT TO INSPECT INSTRUCTIONAL MATERIALS

Parents/guardians are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation. Also, no student will be required to submit to any survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C. & 1232h without prior written consent of parents or consent of students if age 18 or emancipated.

PHONE USAGE

If it is necessary to use the phone during school hours, students may request permission in the high school office during passing periods or during the lunch period. Only in emergencies will students be excused from class to use the phone. Calls to employers, except those approved by the IRO coordinator, are not allowed at any time during the school day, unless approved by the principal or his/her designee.

PASSES

Students are not to be in the hallway during class without a hall pass. The MHS Student Handbook will serve as each student hall pass. The handbook must be signed by an MHS staff member to be excusable. Students who are late for class because of being held by another teacher must have a pass from that teacher. Students must have a pass, when they arrive if they wish to leave study hall. The teacher to whom the students will be going must issue the pass. The study hall teacher will not issue passes. Students who do not have a pass will be considered in an unauthorized area and will be subject to disciplinary action. Students who misuse their pass privilege may have that pass privilege suspended or revoked. In any other situation, if a

student does not have their handbook, a teacher may allow the student to leave class with a pass, but disciplinary action (detention) will be assessed.

PESTICIDE NOTIFICATION

The Marshall School District C-2 maintains a registry of parents and guardians of students who wish to receive written notice prior to the application of pesticides to school buildings. If you would like to be placed on the registry, please notify the Marshall School Unit Office at 503 Pine Street.

RELEASE OF INFORMATION

Grades and health records will be sent to another school in which the student has enrolled or intends to enroll upon request from the other school.

RESIDENCE

A student's residence is the same as the person who has legal custody of the student. A student is presumed to be a resident in the school district wherein his or her parents reside. After a divorce, a child is presumed to reside with the custodial parent. When a student does not live with his parents, he or she may establish a residency if he or she is legally emancipated and self-supporting, is placed with a legally appointed guardian for reasons other than to attend school, or is in the long-term custody of someone other than family members for reasons other than to attend school. Only students who are residents of the district may attend a district school without a tuition charge, except as otherwise provided below or in State law. A person asserting legal custody over a student, who is not the child's natural or adoptive parent, must complete a signed statement stating:

That he or she has assumed and exercises legal responsibility for the child,

The reason the child lives with him or her, other than to receive an education in the district, and

That he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating:

The role and responsibility of the person with whom their child is living; and that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

CHALLENGING A STUDENT'S RESIDENCE STATUS (ADDITION)

If the Superintendent or designee determines that a student attending a school on a tuition-free basis is a non-resident of the district for whom tuition is required to be charged, the Superintendent will notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested.

The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

RIGHTS OF HOMELESS STUDENTS

The Marshall School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento homeless assistance act.

In an effort to comply with the McKinney-Vento Homeless Assistance Act, Marshall School District affirms that all homeless students will not be denied the benefits of, or be subject to, discrimination under any educational program or activity as students who are not homeless. If you have any questions or concerns, please contact Jacob Ferris at (217) 826-2812 and of the Regional Office of Education #11 at (217) 348-0151.

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for the following circumstances as they relate to the individual's child (ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property-including the three reasons above-he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of the law is a Class 4 felony.

SEX OFFENDER AND VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

http://www.isp.state.il.us/sor/.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

http://www.isp.state.il.us/cmvo/.

SCHOOL VISITORS AND ACCOMMODATIONS FOR DISABILITIES

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. **Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.**
2. **Behave in an unsportsmanlike manner or use vulgar or obscene language.**
3. **Unless specifically permitted by state law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.**
4. **Damage or threaten to damage another's property.**
5. **Damage or deface school property.**
6. **Violate any Illinois law or municipal, local or county ordinance.**
7. **Smoke or otherwise use tobacco products.**
8. **Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.**
9. **Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.**
10. **Use or possess medical cannabis, unless he or she has complied Illinois' compassionate use of medical cannabis act and district policies.**
11. **Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).**
12. **Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.**
13. **Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.**
14. **Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.**
15. **Violate other district policies or regulations, or a directive from an authorized security officer or district employee.**
16. **Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.**

Marshall high school is handicapped accessible. If additional accommodations are necessary, please contact the school office (217) 826-2395. Visitors who are not authorized or registered with office personnel will be asked to leave the school campus. Student visitors are not allowed in school.

STUDENTS 18 YEARS OF AGE

Any student eighteen years of age or over must have the approval of a building administrator to leave school during study hall or activity period. Failure to return after lunch to study hall six or more times will be considered truancy.

STUDENTS DRIVING TO SCHOOL

Students who drive to school are required to park on school property in the spaces provided. Students may move their cars during their lunch hour, when they leave school because of an approved early dismissal, or to go to their IRO work place. Students are to leave and return to the parking lot in an

orderly manner. Students who drive on school property or are traveling to and from school must wear a seatbelt. Passengers in automobiles driven by a student must be wearing a seatbelt. The number of passengers in a vehicle cannot exceed the number of seatbelts in the vehicle. Students who do not park on school property in an appropriate manner or drive recklessly when leaving or entering the lot will be subject to disciplinary action. A student may have their driving privileges revoked if they are not driving responsibly during the lunch period. During the school day, students may only enter their cars during the times so designated. Students are not to loiter in their cars before school or at noon. Students are not to park in the north parking lot or the spaces near the handicapped parking in the main lot.

Students who drive to school may have their cars searched by the school authorities if reasonable suspicion exists that they may have violated school rules that would necessitate the search. Those rules are outlined in various places in the Student Handbook.

Students must have a signed permission slip on file in the office in order to be eligible to drive to school.

STUDENT RECORDS

MAINTENANCE OF RECORDS

The district maintains two types of school records for each student: a permanent record and a temporary record.

PERMANENT RECORDS

Student permanent record means and shall consist of the following:

- Basic identifying information
- Student's name
- Address
- Birth date and place
- Gender
- Names and address of the student's parents
- Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations
- Attendance record
- Accident reports and health record
- Record of release of permanent record information
- Scores received on all state assessment tests administered at the high school level
- Honors and awards received
- Information concerning participation in school-sponsored activities or athletics
- Offices held in school-sponsored organizations

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

TEMPORARY RECORDS

Student temporary record means all information not required to be in the student permanent record and shall consist of the following:

- Scores received on the state assessment test administered in the elementary grade levels
- Information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or sanction
- Information provided under section 8.6 of the abused and Neglected Child Reporting Act
- Family background information
- Intelligence test scores, group and individual
- Aptitude test scores
- Reports of psychological evaluations
- Elementary and secondary achievement level test results
- Honors and awards received
- Teacher anecdotal records
- Other disciplinary information

- Special education files
- Any verified reports or information from non-educational persons, agencies or organizations
- Other verified information of clear relevance to the education of the student

The district will maintain the student's temporary record for 5 years after the student transferred, graduated, or permanently withdrew. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

STUDENT SEARCHES

Students must keep in mind that student lockers are school district property. Officials of the school district have the right to conduct searches of the locker assigned to the student at any time. Additionally, student's personal property or the automobile parked on school property by the student may be searched if school authorities have reasonable suspicion that the safety or well-being of the student or other students may be endangered by any item or substance suspected of being in a student's possession.

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18

years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

TRANSPORTATION

If a bus driver reports misconduct on a bus, that conduct may result in suspension of riding privileges for those involved. Bus students will be given a copy of bus rules they need to follow. Students participating in co-curricular activities or athletic events must ride school provided transportation to those activities unless special conditions warrant the principal's prior approval of alternate transportation. Failure to ride school transportation or receive prior approval of alternate transportation will result in the student not being able to participate in the co-curricular or athletic event.

Students who ride on special bus trips (athletic, etc.) must return on the bus. Students may be allowed to ride home with their parents, or an adult designated by their parents, if the parent or guardian completes an activity transportation release form. In the case of an emergency, the principal or designee may approve alternate transportation for students.

VIOLENCE TIP-LINE

The Illinois State Police administers the School Violence Tip-Line, which provides a means for students to report threats of violence and weapon violations on school grounds. The statewide toll free number is 1-800-477-0024. All calls made to the tip-line are confidential and you are not required to provide your name.

WAIVER FOR FREE AND REDUCED LUNCHES AND TEXTBOOK FEES

Waivers for free and reduced lunches are available at the high school office. Any parent may complete a waiver. Students accepted for the free and reduced lunch program are eligible for a waiver of textbook fees.

WELLNESS POLICY

Belief Statement – The Board of Education of Marshall Community Unit District C-2 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The school district shall promote good habits of nutrition and physical activity in each student.

The complete Wellness Policy may be found on the district's website:

http://www.marshall.k12.il.us/unit/districtinfo/wellnesspolicy/wellnesspolicy.htm

INTERSCHOLASTIC PARTICIPATION RULES AND REGULATIONS

The board of education and staff of Marshall High School believe in the educational value of school sponsored extra-curricular activities. Participation in such activities develops a student's social prowess, time-management skills, self-discipline, and leadership qualities. Since participants in such activities are official representatives of Marshall High School, it is the philosophy of the Board of Education that participation in school sponsored extra-curricular activities is a privilege and not a right. Therefore, strict adherence to the rules and policies set forth in the school activity code is a responsibility that accompanies the privilege of participation. The purpose of this code is to communicate to students and parent(s) or guardian(s) the conditions under which such privileges may be curbed or lost if a participant fails to meet this responsibility and to outline the procedures for such measures. Marshall High School follows all guidelines set forth by the Illinois High School Association. The following code has been established to provide equal treatment for all extra-curricular activity participants.

ACADEMIC ELIGIBILITY

A student must pass all classes and maintain a "C" average with no failing grades reported. If the student is averaging a "D" with no failing grades, they will be placed on probation for one week, to allow the opportunity to raise their average to a "C". If the grade is not improved to a "C" average for all classes, the student will be excluded from any games or performances until the grade is brought up to passing at the next grade check.

Eligibility grade checks are completed by noon on Thursday of each week by the Assistant Principal. The student who is ineligible based on the grades provided by Thursday at noon will be ineligible to participate in any games or performances the following Monday through Sunday. If a student is ineligible for four consecutive weeks, that student will be removed from participation in the sport or activity to facilitate more study time.

Students participating in an extracurricular activity listed below who drops a class after the first two weeks of the semester will become ineligible for the rest of that semester.

School activities covered by the Student Activities policies involving eligibility, fees and fines, and training rules are the following:

1. Baseball	5. Volleyball	9. Marshallettes	13. FFA
2. Basketball	6. Football	10. Scholastic Bowl	14. Golf
3. Cheerleaders	7. Class Workers	11. Track	
4. Softball	8. Drama	12. Student Council	

ATTENDANCE REQUIREMENT

To participate in Illinois High School Association sanctioned activities, a student must be enrolled as a full-time student in Marshall High School. Full time is considered when the student is enrolled for classes from 8:00 A.M. until 3:06 P.M. on regularly scheduled school days.

DISCIPLINE FOR VIOLATIONS OF THE CODE

1st Offense (In an academic career)

Drugs – Use, possession, sale, or distribution of controlled substances.

Alcohol – Consumption, possession, or distribution of alcoholic beverages.

Tobacco – Use, distribution, or possession of tobacco in any form.

A. Students will lose 30% of the games or performances. In an effort to reward honesty, students who report their violation of the training rules to their coach, athletic director or the principal within three days of the violation, will lose 20% of the games in season. In addition, the student must attend counseling with the school counselor.

B. Refusal to attend counseling with the school counselor will result in the student being suspended from all activities for the rest of the school year.

2nd Offense (In an academic career)

A. A student who violates the Code a second time within a calendar year must enroll at the earliest possible date and complete an Administration approved Treatment Program. The student will also lose 50% of the games of the next season in which he participates.

B. Failure to enroll at the earliest possible date and complete an Administration approved Treatment Program will result in the student being suspended from participating in all activities covered by the Code for one calendar year from the date of the second violation.

3rd Offense (In an academic career)

The student will be suspended from participation in all activities covered by the Code for one calendar year from the date of the third violation

Violation of any Criminal Code

Students may be suspended from activities for violation(s) of the criminal code. The principal has the responsibility to investigate possible criminal code violations. If the investigation by the Principal reveals violations of Coach or Sponsor Training Rules or violations of the Code as addressed above, the Principal may invoke discipline consistent with the Coach or Sponsor Training Rules or the Code. The principal, upon the conclusion of a resulting court case, will determine the length of the suspension or additional suspension based on the severity of the criminal code violation. Students found guilty will not be allowed to participate on the homecoming or prom courts.

The Authority to Determine Violations of the Code

A. Students may be reported for a violation of the training rules by a teacher, administrator or police who observed the violation.

B. The principal shall be responsible for the investigation of the violation and administration of the consequences of the violation.

Right of Review of a Violation

A. The student-athlete and parents have the right to request a hearing with the coach, athletic director and principal within ten days of exclusion.

B. If the student athlete or parents are unsatisfied with the first hearing, they may request a hearing with the Athletic committee within 10 days of the hearing with the coach, athletic director and principal.

C. All exclusion rights and privileges of the student athlete shall be the same as described in the School Board Policies and must be initiated within 30 days of the meeting with the Athletic Committee.

ACTIVITY TRAINING RULES

Since participation in extra-curricular activities is a privilege not a right, the Code applies to all participants during their involvement in ~~the~~ activities for grades 5 through 12. The Code is in effect throughout the calendar year.

ATTENDANCE REQUIREMENT

To participate in Illinois High School Association sanctioned activities, a student must be enrolled as a full time student in Marshall High School. Full time is considered when the student is enrolled for classes from 8:00 A.M. until 3:06 P.M. on regularly scheduled school days.

ATHLETIC COMMITTEE POLICIES

For a suspension to be considered served, the student must finish the season in which they served the suspension in good standing.

Coach or Sponsor Training Rules will be approved by the Athletic Director or Principal.

Open gym and recreation times will be scheduled so that student/athletes are not forced to choose between two or more at the same time.

When a student/athlete quits a given sport, he/she may participate in another sport's conditioning program immediately.

All athletic clothing/uniforms/wearing apparel purchased by the district, individuals, booster groups or a non-school group, which is worn by students representing school teams and/or groups will be red and white. Gray may be used as an accent color. Apparel, which displays a student's name, will consist only of the last name. Shoe colors and styles will be designated by the coach with approval of the principal. Exceptions to this rule may be made by the building principal.

A form clearly stating an understanding of who will be responsible for students' safety and behavior will be required for all summer and out of season camps, workshops and trips not at Marshall High School.

Coaches/sponsors have the authority to ask visitors to leave practices when the visitor's presence is disruptive.

NCAA CLEARING HOUSE

Students who believe that they may be interested in participating in college athletics should meet with the counselor to register for the NCAA Clearinghouse during their junior year.

MEDICAL INFORMATION

ADMINISTERING MEDICINES TO STUDENTS

In order to be in compliance with state law, Marshall High School is no longer able to give over-the-counter medications (such as Tylenol, Ibuprofen, Aleve, etc.) to students unless we have a written order from a doctor. If your child routinely needs to take an over-the-counter medication, you will have to get a **Medication Permit Form** signed by the doctor and parent/guardian. This form will then need to be filed at the school. All medications are required to be in their original containers.

However, students recovering from temporary illness or students on permanent medication who require medication during the school day may bring medication to school by following these guidelines:

1. A written statement from the student's physician, indicating the necessity for the medication and proper dosage, time, and duration shall be required. The telephone number of the physician and the name and telephone number of the pharmacy shall be indicated.
2. A written request and permission from the parent to administer the drug shall be required.
3. Medication shall be brought to school in appropriately labeled containers which includes the name of the student and the dosage of medication and the time and route of administration. The name and phone numbers of the physician and pharmacy shall be indicated on the containers.
4. Medications shall be stored in a locked cabinet.
5. Students may carry emergency medications, such as inhalers, epi-pens, and diabetic supplies, on their person when a written statement has been received from the student's physician and parent which indicates the medical necessity. Students shall have extra emergency medications stored in the office or nurse's office in the event that the student would misplace or forget his/her medication.

The medication shall be administered by the Principal or his designee.

Should a student require a continuing program of medication and it can be demonstrated that the student is of responsible age; arrangements may be made for self-administration of the medicine. This procedure shall be allowed after the following conditions have been met:

1. A written release of liability from the parent/guardian
2. Written permission from the Principal
3. Written permission from the doctor

All medicines shall be stored in an appropriately locked cabinet. In all cases, the school retains discretion to reject a request for administering medicine.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE

The School Board recognizes that the student with a communicable and chronic infectious disease is eligible for all rights, privileges and services provided by law and the District's policies. The District shall balance those student rights with the District's obligation to protect the health of all District students and staff.

When the Building Principal receives notification that a child in the District has been diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) or AIDS-Related Complex (ARC) or is shown to have been exposed to Human Immunodeficiency Virus (HIV) or any other identified causative agent of AIDS, the Principal shall immediately notify the Superintendent of the child's identity. The Principal may, as necessary, disclose the identity of the infected child to those persons who, by federal or state law, are required to decide the placement or educational program of the child, as well as to the school nurse and the classroom teachers in whose classes the child is enrolled.

The Board directs the administration to observe all rules of the Illinois Department of Public Health regarding communicable and chronic infectious disease. The Superintendent shall develop and implement procedures for the District to report to the local health authority, where appropriate, known or suspected cases of a communicable and chronic infectious disease involving a District student. The collection and maintenance of the student's medical information shall be done in a manner to ensure the strictest confidentiality and in accordance with federal and state laws regarding student records.

The determination of whether the student with a communicable and chronic infectious disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case-by-case basis by the Communicable and Chronic Infectious Disease Review Team, the student's personal physician and local health authorities.

If the infected student is not permitted to attend school in a regular classroom or participate in school activities with other students, due to a determination that he or she poses a high risk of transmission of a communicable and chronic infectious disease to other students and staff, every reasonable effort shall be made to provide the student with an adequate alternative education. State regulations and school policy regarding homebound instruction shall apply. Temporary removal of the student from the District's classroom(s) may be appropriate when:

1. The student lacks control of bodily secretions
2. The student has open sores that cannot be covered
3. The student demonstrates behavior (e.g. biting), which could result in direct inoculation of potentially infected body fluids into the bloodstream.

Temporary removal of the student from the classroom for those reasons listed above is not to be construed as the only response to reduce risk of transmission of a communicable and chronic infectious disease. The District shall be flexible in its response and attempt to use the least restrictive means to accommodate the student's needs.

The removal of a student with a communicable and chronic infectious disease from normal school attendance shall be reviewed by the Communicable and Chronic Infectious Disease Review Team, in consultation with the student's personal physician and local public health authorities at least once every month to determine whether the condition precipitating the removal has changed.

When a student returns to school after an absence due to a communicable and chronic infectious disease, the school administration may require that he or she present a certificate from a physician licensed in the State of Illinois stating that the student is free from disease or otherwise qualifies for readmission to school under the rules of the Illinois Department of Public Health which regulate periods of incubation, communicability, quarantine and reporting.

If the parents/guardian disagrees with the student's alternative educational placement or program, they shall be offered the opportunity to appeal to the School Board within ten (10) days of their notification of the decision of the Communicable and Chronic Infectious Disease Review Team.

At no time shall a District employee or student educationally intimidate any student who has or who is believed to have a communicable and chronic infectious disease. "Educational intimidation" is defined as interference with the child's right to attend or participate in school activities. Educational intimidation may include:

1. Actual or threatening physical harm to the person or property of the child or the child's family
2. Impeding or obstructing the child's right of ingress to, egress from, or freedom of movement at school facilities or activities
3. Exposing or threatening to expose the child or the family or friends of the child to public hatred, contempt or ridicule

The actions of the Communicable and Chronic Infectious Disease Review Team shall not be considered education intimidation as long as the Team acts within its professional duties in accordance with applicable law.

IMMUNIZATION, HEALTH, EYE, AND DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by the 1st day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the 1st day of school, the student must present, by the 1st day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or licensed optometrist: or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

INOCULATIONS

Every student shall, at or about the same time as he/she is given a health examination as required by the Illinois Department of Public Health, present to the District proof of having received inoculations for preventable communicable diseases. The school staff will apprise parents of their obligations in these areas and will furnish the necessary forms and keep records of compliance.

In accordance with a provision of The School code of Illinois, students objecting to inoculations on religious grounds shall not be required to submit themselves thereto, if they present to the School Board a statement of such objection signed by a parent or guardian of the student. If the student's physical condition is such that any one or more of the immunizing agents should not be administered, the examining physician shall so state on the health examination form.

All students entering the District's schools for the first time shall provide the Superintendent or his designee with proof of immunization from disease prior to the first full day of classes at the beginning of the school year.

In the case of a transfer student, a period of thirty (30) calendar days, beginning with the first day of enrollment in the District, shall be given to meet the inoculation requirements.

REPORTING OF INJURIES

Students who are injured at school in class, during school activities or during passing periods are to report those injuries either to the teacher supervising that student or to the office.

STUDENT ACTIVITIES

CLASS DUES

For a student to participate in the class elections, they must pay their class dues by the end of the first semester.

OUTSTANDING FEES AND FINES

Students who have not paid the fees, fines, and costs associated with participation in one of the Student Activities listed below will not be allowed to participate in an a Student Activity until that debt has been paid. Students who due to special circumstances are unable to pay the debt may contact the building principal for permission to establish a payment plan.

SCHOOL DANCES

Throughout the year, a variety of dances will be held for high school students. During school dances, all school rules are in effect for students and their guests. Some dances restrict who may attend the dance and whether guests are allowed to attend. The following guest policies are in effect for school dances.

1. Junior high school students may not attend any dance at the high school.
2. Homecoming is open to all high school students, alumni and their invited guests (dates).
3. Prom is open to junior and senior students and their invited guests (dates). Freshmen and sophomores must be the invited guests (dates) of a junior or senior.
4. As a general rule, with the exception of Homecoming and Prom, students who are no longer attending high school, graduates from high school or individuals who attend other high schools will not be admitted to dances.
5. Dance guest forms need to be filled out and turned in 2 weeks prior to the school dance.

STUDENT ORGANIZATIONS AND SOCIETY

No organization or society shall be entitled to use the name of the Marshall Community Unit School district C-2 or any department thereof in connection with their organization without consent of the school principal. It is also understood that the organization shall accept supervision of the teaching personnel assigned by the respective building principal.

Membership in a fraternity or sorority is prohibited by law. Any student organization that has not received approval from the respective building principal and has not accepted supervision as appointed is deemed a fraternity or sorority. Members of such organizations shall not be eligible to participate in any school activities.

CLUBS

ELIGIBILITY FOR CLUB ACTIVITIES

A student must be passing all classes in order to participate in any club activity in which the student represents the school in a competition or on a club-sponsored field trip.

CAMA

CAMA is for any student and focuses on having drug-free fun and awareness of the problems of drugs and alcohol in our community.

Drama Club

Activities throughout the year include attending plays at Community Theatre and college plays, having club meetings, a play production, and a year-end banquet.

Student Christian Fellowship

FCA is for any student who wishes to gather in fellowship with other students. The club will participate in service projects, trips, and student-led meetings. This club is open to all students.

Future Business Leaders of America (FBLA)

The purpose of FBLA is to provide opportunities for secondary students in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

The organization meets to learn from experienced professionals in the business world or participate in competitive events on the local, area, and state levels.

National FFA Organization

The FFA is the organization of students enrolled in agriculture classes. Students have the opportunity to compete for awards, to travel, and to take part in many activities relating to agriculture as well as developing leadership abilities. FFA also encourages members in the development of agricultural careers and to create and nurture a love of country life.

Family and Consumer Science Club (formerly: Home Economics Club)

The club motto, “Toward New Horizons”, reminds members that their contributions to home life today will influence the kinds of homes they have

tomorrow, and that of the family life of the future. The purpose of this club is to promote the joys and satisfactions of homemaking, to emphasize the importance of worthy home membership, to encourage democracy in home and community life, to work for good home and family life for all, to promote international good will, to foster the development of creative leadership in home and community life, to provide wholesome individual and group reaction, and to further interest in home economics.

Industrial Arts Club

This club is designed to give students an opportunity to catch a view of new technology utilized in today's industry. The club accomplishes this goal by providing field trips to industries and inviting local industries to send representatives to the monthly meeting.

Interact

Interact is a service organization sponsored by the Marshall Rotary Club. Membership is open to any student currently enrolled in Marshall High School. The club will carry out at least two service projects yearly, one that serves the community and one that furthers international understanding.

International Club

This club is designed to give students an opportunity to learn more about the Spanish and German cultures. The club will provide field trips to local businesses. Any student currently enrolled in Spanish or German is eligible.

JETS

This organization promotes an interest in engineering, math and science. Activities may include contests, field trips and speakers. Involvement in JETS team testing in which the team members are selected by teacher recommendation is an annual activity. Members of the physics class are involved in the engineering design contests sponsored by JETS as well as the University of Illinois Engineering Open House.

Leo Club

Leo Club is an extension of Lions International. Membership is open to any student currently enrolled at Marshall High School. Leo's are young men and women who want to make a difference in their community by giving of their time and talents in service to others.

Each year the membership will pick a service project and work to help their community or a charitable organization. Leo's also set a Saturday aside each school year to have fun and fellowship.

Marshall Leadership Team (MLT)

MLT helps connect youth and adults to leadership education and service. Being involved with MLT is an opportunity to network, learn leadership skills, participate in community service projects and assist with school leadership development workshops. The team consists of local community leaders and a student advisory group (MLT Officers). An application process is utilized to select up to four representative officers per class. The Marshall Leadership Team offers five leadership workshops per school year – iLEAD for school officers, iDISCOVER for freshman, IGIVE for sophomores, iGROW for juniors and iEXPLORE for seniors. MLT is part of the Marshall Area Youth Network (MAYN) supported by the United Way of the Wabash Valley.

National Honor Society

The purpose of the National Honor Society shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character in the students of Marshall High School and to honor students who have achieved those goals. Selection to the National Honor Society is a privilege, not a right. To be eligible for membership the candidate must:

1. Be a member of the junior or senior class at Marshall High School
2. Have been in attendance at Marshall High School the equivalent of one semester
3. Have a cumulative weighted grade point average of 3.75 (See the "Scholarship" section for additional information.)
4. Complete in a timely manner an information sheet on the candidate's co-curricular activities, leadership positions, community activities, work experiences, recognitions, and awards. The candidate and parent(s)/guardian(s) carefully review the information sheet to be sure all items listed are accurate and represent all the co-curricular activities, leadership positions, community activities, work experiences, recognitions, and awards of the candidate.

The Selection Process

A faculty council will be named by the principal to select the students for membership to the national Honor Society based on their scholarship, character, leadership and service. The specific descriptions of these four elements are provided after this section in the Student Handbook.

Faculty evaluations will be used to supplement the student information sheet gathered from each candidate. The faculty evaluation forms bring to the attention of the faculty council information that may not otherwise be represented on the information forms. All faculty evaluations must be signed and any below average rating substantiated. Such evaluations are only for the use of the faculty council and will be considered as confidential.

Since the principal cannot serve as a member or even an observer of the faculty council's deliberations, the faculty advisor(s) serves two capacities: the supervisor who ensures that proper procedures are followed, and as the advocate who protects the interests of the student.

Based on the student information sheets provided, the faculty evaluations and scholarship information described in the Scholarship section, students are selected by majority vote of the faculty council. No quotas or percentages of members per class can be established. All four criteria must be considered equal in the selection process previously described. No one of these qualities alone can be justification for selection to the NHS. All local selection guidelines must conform to the national guidelines.

Scholarship

The scholarship requirement is based on a student's cumulative grade point average. The phrase "cumulative grade point average" refers to the total academic performance as demonstrated by the grades received by the student while in attendance at the school where the chapter is found.

The Marshall High School faculty council has set the minimum weighted grade point average to quality for consideration to the National Honor Society at 3.75 on the student's weighted grade point average (WGPA). The faculty council will be provided with the list of students who meet that standard and their actual weighted grade point average. The weighted grade point average of each student will represent the level of scholarship that is to be considered as one of the four components in the selection process by the faculty council.

Character

National Honor Society is a member of the Character Counts Coalition. Through this activity, the society supports and recommends the use of a multi-faceted definition of character known as the "Six Pillars of Character." A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. It can also be said that the student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise and stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instruction and rules, is punctual, and faithful both inside and outside of the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

Leadership

The leadership criterion is considered highly important for membership selection. Leadership includes the number of offices a student has held in school or community organizations. It is important to recognize that leadership also exists outside elected positions including effective participation in other co-curricular activities offered on campus. Leadership roles in both the school and community may be considered provided they can be verified.

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude

Service

Service is generally considered those actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, and community, as well as the student's attitude toward service can be reviewed.

The student who serves:

- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students.

Selection and Non-selection of Students

Those students selected for membership in the National Honor Society and their parents will be notified by the chapter advisors. A formal induction ceremony will be held in March for the new and current members of the National Honor Society.

Only in the case of technical or procedural mistakes may the principal ask the faculty council to reconvene to review a student's non-selection. Without specific evidence to the contrary, questioning the judgment of the faculty council related to non-selection will not result in a reconvening of the council for review.

IHSA ACTIVITIES AS AN INDIVIDUAL COMPETITOR

High school students may be allowed to enter IHSA sponsored activities or athletic tournaments as individuals under the following conditions:

1. Students entering as an individual in the IHSA contest not regularly sponsored by Marshall High School bear the cost of entering the activity.
2. Any coaching or uniform costs, lodging, meals or mileage are the responsibility of the individual entering the activity.
3. Only students who have a reasonable opportunity to advance to the State level of competition would be allowed to participate in the activity. Entry determination should be the responsibility of the principal and athletic director.
4. Any student wishing to enter an IHSA activity as an individual must notify the principal by September 1 of the school year in which they wish to participate.

PALS

PALS (Peers Actively Leading and Serving) is a group of students who are good role models and positive student leaders. Throughout the year members have many opportunities to volunteer for community service projects. PALS also promotes a positive school atmosphere by providing fun activities for all MHS students.

Science Club

The Science Club meets every other month with planning different activities. The main trip of the club is to visit the University of Illinois Engineering Open House in February.

Scholastic Bowl

The Scholastic Bowl Teams participate in competition between teams of scholars from area schools. Five students play at a time and have the opportunity to answer questions individually and as a team. Questions are based on knowledge of all areas of study. As a member of the Little Illini Conference, our regular season runs through November and December, but tournaments extend our play for the entire school year.

Student Council

The Student Council is the student body government. Members are elected by their peers. Activities include decorating for the homecoming dance, organizing the spirit games for homecoming, providing workers for a powder puff football game, working the concession stand at all home volleyball and basketball games, facilitating high school exchange programs, and coordinating elections for student council members and class officers.

Yearbook Staff

Students work with the advisor to create the yearbook. Each staff member is responsible for helping with any fundraisers. In addition, they will design

certain pages of the yearbook.