Marshall Junior High School
2026 - 2027 Student Handbook

Student Name: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies, and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies, and procedures.

_____ _____

Student Signature Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve my student or me from being responsible for knowing or complying with School and School District rules, policies, and procedures.

_____ _____

Parent/Guardian Signature Date

*This page should be returned to the school during the first week of attendance

MARSHALL C.U.S.D #C-2

MARSHALL JUNIOR HIGH SCHOOL

2026 - 2027 STUDENT HANDBOOK

"Home of the Lion Cubs"

This student handbook has been carefully designed and organized to promote student progress in addition to facilitate school governance. This handbook contents not only provide for the psychological and physical safety of all students through providing relevant information, but also ensures that students and parents/guardians receive timely and adequate notice of their rights and responsibilities as members of Marshall Junior High School. Information in this handbook is subject to change and is written for the intent of normal operating procedures.

The information and policies in this student handbook derives from the Illinois School Code and the Marshall Schools Board of Education. A complete text of Marshall School Board polices are available at the district office.

This Marshall JHS Student Handbook belongs to:

Name_____

Grade_____

Address_____

City/Town_____

Home of the Lion Cubs



Mission Statement

The mission of Marshall Junior High School is 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 or her fullest potential.

School Philosophy

The philosophy of Marshall Junior High School is to help each student develop to his/her fullest potential. This involves learning by doing. The staff encourages and guides each individual to discover their own talents, capacities, and interests and helps them develop socially, emotionally, physically, and intellectually. Students should take advantage of the opportunities offered. We encourage all students to be involved in curricular and extra-curricular activities, so as to develop a well-rounded education.

School Song

We're loyal to you Junior High,
We're faithful and true, Junior High.
We'll back you to stand 'gainst the best in the land,
For we know you have sand, Junior High.
Rah! Rah!
So, smash the blockade, Junior High,
Go crashing ahead, Junior High,
Our team is our fame protector – on boys,
For we expect a victory from you, Junior High!
Chee he! Chee ha! Chee ha ha ha!
Go, Marshall, Go!
Chee he! Chee ha! Chee ha ha ha!
Go, Marshall, Go!
Hit'em high, Hit'em low!
Go, Team, Go!
Bring out that dear old flag of red and white.
Lead on your sons and daughters fighting for right;
Like men of old on giants, placing reliance,
Shouting defiance, *Oskee Wow-Wow!*
Amid the broad, green plains that nourish our land
For honest labor and for learning we stand;
And unto you we pledge our hearts and hands,
Dear Alma Mater Junior High!

School Colors: RED and WHITE
School Mascot: Lion Cubs

Be proud of your school and remember that your success in this school will be what you make it.

Dear MJHS Students and Guardians:
The teachers, staff, and administration of Marshall Junior High School would like to welcome you to the 2026-2027 school year! We strongly feel that your experience at Marshall Junior High School will provide you with a solid foundation for your continued growth and success. We encourage you to use this handbook as a guide toward achieving that goal.

This handbook has been provided for you and your family to familiarize everyone with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been organized to assist in promoting student progress as well as in the interest of modeling appropriate school governance. In addition, this handbook provides for the psychological and physical safety of all students through appropriate expectations, rules, and regulations.

You and your family are encouraged to read and understand this handbook. Periodically, you may need to refer to the handbook to answer questions. If clarification is needed or other questions arise, please contact any teacher, counselor, or myself. We are eager to help you.

Marshall Junior High School is your school. Therefore, it is in your best interest to take pride in your school and display respect for fellow peers (students), teachers, staff, administrators, and most importantly, yourself. At MJHS, you will find people from different socioeconomic, racial, ethnic, and religious backgrounds. It is central to gain an understanding and appreciation of these differences among our educational family.

Your two-year career at Marshall Junior High School will be what you decide to make of it. The opportunity is available for all to have an exciting, positive, and worthwhile experience. Let each of us direct our energy toward seizing that opportunity!

Sincerely,
Mr. Josh Maxwell, Principal
Marshall Junior High School
It's a great day to be a Lion Cub*!*





MARSHALL JUNIOR HIGH SCHOOL

806 North 6th Street, Marshall, Illinois 62441 / Telephone: (217) 826-2812 / Fax: (217) 826-6065
Website: https://www.marshallk12.net/o/marshall-jr-high-school

Home of the Lion Cubs

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MARSHALL COMMUNITY UNIT SCHOOLS

Important Dates 2026-2027

August 2026

Wednesday, August 5 – In-Person Registration
Monday, August 17 – Teacher Institute (No Student Attendance)
Tuesday, August 18 – First day for students, Early Dismissal for School Improvement 11:15, K-6; 11:30, 7-12

September 2026

Monday, September 7 – No School, Labor Day
Wednesday, September 16 – Early Dismissal for School Improvement 11:15 K-6; 11:30 7-12

October 2026

Friday, October 9 – Teacher Institute (No Student Attendance)
Monday, October 12 – No School, Columbus Day
Friday, October 16 – End of 1st Quarter
Thursday, October 22 – Early Dismissal for Parent/Teacher Conferences 1:45 K-6; 2:00 7-12
Friday, October 23 – Parent/Teacher Conferences (No Student Attendance)

November 2026

Tuesday, November 24 – Early Dismissal for Holiday 1:45 K-6; 2:00 7-12
Wednesday, November 25 -27 – No School, Thanksgiving Break

December 2026

Friday, December 18 – Early Dismissal for School Improvement 11:15 K-6; 11:30 7-12, End of 2nd Quarter
December 21 – December 31 – No School, Christmas Break

January 2027

January1 – No School, Christmas Break
Monday, January 4 - Teacher Institute (No Student Attendance)
Tuesday, January 5 – School Resumes
Monday, January 18 – No School, Martin Luther King Jr. Day

February 2027

Wednesday, February 3 – 2:00 Dismissal for School Improvement
Thursday, February 11 – Early Dismissal for Parent/Teacher Conferences 1:45 K-6; 2:00 7-12
Friday, February 12 – Parent/Teacher Conferences (No Student Attendance)
Monday, February 15 – No School, Presidents' Day

March 2027

Wednesday, March 10 – Early Dismissal for School Improvement 11:15 K-6; 11:30 7-12
Friday, March 12 – End of 3rd Quarter
Wednesday, March 24 – 2:00PM Dismissal for Spring Break
March 25-29 – No School, Spring Break

April 2027

Wednesday, April 21 – 2:00 Dismissal for Spring Break

May 2027

*Friday, May 21 –Last day for students, Early Dismissal for School Improvement 11:15 K-6; 11:30 7-12, End 4th Quarter (May move depending on Emergency Days used)
*Monday, May 24 - 28 – Emergency Days
Monday, May 31 – No School – Memorial Day

Faculty and Staff

Josh Maxwell – Principal
jmaxwell@marshallk12.net
Aubrey Claypool – Administrative Assistant
aclaypool@marshallk12.net

Kevin Keown – Athletic Director
kkeown@marshallk12.net
Tina Grooms – District Nurse
tgrooms@marshallk12.net

Jacob Ferris – School Counselor
jferris2@marshallk12.net
Jen Evola – Social Worker
jevola@marshallk12.net

Marshall Junior High School ◦ 806 N. 6th Street ◦ 217-826-2812

Tara Allen – 8th Grade Science tallen@marshallk12.net	Jamie Schneider - 7th Grade Math jschneider@marshallk12.net
Meghan Arthur – 7th/8th Physical Education and Health marthur@marshallk12.net	Jenna Morey – Classroom Aide jmorey@marshallk12.net
Drew Buchter – 7th Grade Science and Robotics dbuchter@marshallk12.net	Angie Perry – Media Resource Specialist/Librarian aperry@marshallk12.net
Samantha Sweitzer – 7th/8th Grade Special Education ssweitzer@marshallk12.net	Heather Setzer – 7th/8th Grade Band hsetzer@marshallk12.net
Rajamah Hammons – 7th Grade Special Education rhammons@marshallk12.net	Wes Tingley – 7th Grade Geography and History wtingley@marshallk12.net
Tami Hook – 8th Grade Language Arts thook@marshallk12.net	Angel Templeton – 8th Grade Special Education atempleton@marshallk12.net
Aubrey Hunt – 7th Grade Language Arts ahunt@marshallk12.net	Jeff Whitmore – 8th Grade Civics and History jwhitmore@marshallk12.net
Bobbi Johnson – 7th/8th Cross Categorical bjohnson@marshallk12.net	Faith Worthington – 7th/8th Grade Chorus fworthington@marshallk12.net
Lesli Keim – 8th Grade Math lkeim@marshallk12.net	Mike Young – 7th/8th Physical Education myoung@marshallk12.net
Kaylie Homann – 7th Grade Art khomann@marshallk12.net	Ann Mattis – Building Aide Jill Strohm – RtI Specialist

District Office and School Board Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at https://www.marshallk12.net/ or at the Unit Office, located at 503 Pine Street, Marshall. IL 62441

The School Board governs the school district and is elected by the community.
Current School Board members are:

Mr. David Macke, President
Mr. Jacob Gard
Mr. Dan Crews, Vice – President
Mr. Darren Lycan
Mrs. Molly Morecraft
Mrs. Melissa Hendrix, Secretary
Mr. Riley Maurer

The School Board has hired the following administrative staff to operate at the District Level:

Mr. Kevin Ross, Superintendent

Mrs. Katie Bridgewater, Director of Special Education
Mrs. Linda Wheeler, Payroll Specialists
Mr. Darin Hostetter, Director of Information Technology (I.T.)
Mr. Rob Wellum, Director of Buildings and Grounds and Transportation
Mrs. Molly Richardson, Purchasing/Accounts Payable
Mrs. Lauretta Morris, Data Coordinator/Technology Integration
Mrs. Joyce Waller, Director of Food Services

To contact the Unit office call: 217-826-5912, or address 503 Pine Street, Marshall IL 62441

Introductory Information and General Notices

Parent/Guardian Handbook Acknowledgement

Parent/Guardians please review the Student/Parent Handbook with your child(ren) in an effort to promote a better understanding of Marshall Junior High School rules and expectations. Please understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

Student Handbook Acknowledgement

Students, please read the handbook and understand all the rules and expectations. You are responsible for following the rules and expectations of the school and understand the consequences for failing to follow the requirements. Please understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

Starting the Day

At 7:45 a.m. students will be allowed to enter the building and report and stay in their designated area. Students wishing to eat breakfast will be allowed to enter the cafeteria at 7:50 a.m. Once the student has finished his/her breakfast, they need to clean up their area and either go to their grade level designated area or remain seated in the cafeteria. In a case of inclement weather, students may be allowed to enter the building at the discretion of the area supervisor, or building administrator. All students will enter MJHS through the "7th Grade" door.

DAILY TIME SCHEDULE AND SCHOOL DAY PROCEDURES

- 7:45 School Doors will open
- Student school day is 8:00 am to 3:06 pm
- Teacher school day is 7:45 am to 3:30 pm
- School building closes at 3:30 pm

MARSHALL JUNIOR HIGH SCHOOL REGULAR DAY SCHEDULE
Report to your 1st Hour and seated by 8:00 am

HOUR	TIME	DURATION
Homeroom	8:00 – 8:10 am	10 Minutes
1st Hour	8:13 – 8:57am	44 Minutes
2nd Hour	9:00 – 9:44 am	44 Minutes
3rd Hour	9:47 – 10:31 am	44 Minutes
4th Hour	10:34 am – 11:18 am	44 Minutes
5th Hour	11:21 – 12:05 pm	44Minutes
Lunch	12:05 – 12:45 pm	40 Minutes
6th Hour	12:48 – 1:32 pm	44 Minutes
7th Hour	1:35 – 2:19 pm	44 Minutes
8th Hour	2:22 – 3:06 pm	44 Minutes

EARLY DISMISSALS

Students are expected to attend all classes on shortened days. There are two (2) different early dismissals throughout the school year, *11:30am Dismissal* and *2:00pm Dismissal*

2:00pm DISMISSAL SCHEDULE			11:30am DISMISSAL SCHEDULE		
HOUR	**TIME**	**DURATION**	**HOUR**	**TIME**	**DURATION**
Homeroom	8:00 – 8:10 am	10 minutes	Homeroom	8:00 - 8:10 am	10 minutes
1st hour	8:13 - 8:57 am	44 minutes	1st hour	8:13 – 8:39 am	26 minutes
2nd hour	9:00 – 9:44 am	44 minutes	2nd hour	8:42 – 9:08 am	26 minutes
3rd hour	9:47 – 10:31 am	44 minutes	3rd hour	9:11 – 9:37 am	26 minutes
4th hour	10:34 – 11:18 am	44 minutes	4th hour	9:40 – 10:06 am	26 minutes
5th hour	11:21 – 12:05 pm	44 minutes	5th hour	10:09 – 10:35am	26 minutes
LUNCH	12:05 – 12:45 pm	40 minutes	6th hour	10:38 – 11:03am	26 minutes
6th hour	12:48 – 1:23 pm	35 minutes	7th hour	11:06 – 11:30am	26 minutes
7th hour	1:26 – 2:06 pm	30 minutes			

BEFORE SCHOOL

At 7:45 a.m. students will be allowed to enter the building and report and stay in their designated area. Students wishing to eat breakfast will be allowed to enter the cafeteria at 7:50 a.m. Once the student has finished his/her breakfast, they need to clean up their area and either go to their grade level designated area or remain seated in the cafeteria. In the case of inclement weather, students may be allowed to enter the building at the discretion of the area supervisor, or building administrator. All students will enter MJHS through the "7th Grade" door.

BICYCLES, SKATEBOARDS, and SCOOTERS

Students who ride a bicycle or scooter to school must place them in the bike rack provided at the northeast corner of the school building. Skateboards must be placed in lockers upon entry to the school. A student will not be permitted to ride their bicycle/scooter/skateboard on the school grounds after they have arrived. **Students are not to ride other student's bicycles, scooters, or skateboards.**

LOCKER DECORATION

MJHS students may decorate the *inside* of their lockers. Students may attach appropriate items such as pictures, drawings, and similar items with magnets only. Students may use shelving inside their lockers, but the structure of the locker cannot be defaced (no drilling). Mirrors, pencil holders, and wipe boards that are manufactured to hang in lockers are permitted if they are magnetized. No stickers are allowed on the inside or outside of lockers.

Please be aware that to minimize cleaning, repairs, and damage to lockers the following materials are prohibited.

1. All spray adhesives or glues
2. Use of glitter
3. No duct tape can be used to "wallpaper" the inside of the locker

*Decorations must not hamper the functionality of the locker. Locker doors must be able to shut all of the way, NO decorations should be visible from the outside. Should a question(s) arise in regards to a locker decoration, please ask before the decoration goes up.

(Refer to ***LOCKER USE POLICY*** for more information on the use of school lockers.)

BREAKFAST

Breakfast is served every day between 7:45 and 7:55 am in the gymnasium foyer. Students will eat breakfast in their homerooms. Students are to clean up after they are finished with their breakfast. **No food or drink is allowed in the gymnasium or hallways.**

PASSING PERIODS AND HALL PASSES

Between each class, there is a three (3) minute passing period for the purpose of changing classes. During class time, students are not permitted in the halls without a pass. Passes are issued to students from teachers, aides, and office personnel. Students should not go to the guidance office or main office between periods and ask for a pass to go elsewhere.

USE OF OFFICE PHONE

Students may use the phone in the office if they are ill, if their team practice schedule has changed, or in case of an emergency. The phone **will not be available** if assignments are forgotten, to arrange to have a friend over, or for other personal reasons. We hope that this policy will encourage our students to be responsible and plan.

LUNCH AND CAFETERIA

The cafeteria serves well-balanced meals at the lowest possible cost. Students have the choice to purchase a regular hot meal being served that day or a salad bar. Each student has a lunch account. Students who bring lunch money are to bring it to the main office before the 7:56 am bell. Each day students order lunch at the beginning of their 1st hour class.

***All lunches that are eaten at school are to be eaten in the cafeteria/gym regardless of whether you purchase them at school or bring your lunch from home. Exceptions to this are on an individual basis approved by the principal.**

CAFETERIA REGULATIONS

For the respect, safety, and health of others, students will observe the following regulations when eating in the cafeteria.

1. Walk – do not run to the cafeteria line
2. Do not cut into the cafeteria line
3. No more than the maximum allowed people per table, or detentions can be assigned to the entire group.
4. Observe good table manners.
5. Leave your table space clean when you depart.
6. Deposit papers, milk cartons, and straws in the proper disposal
7. No selling or soliciting of food. Due to health concerns, a student is prohibited from sharing food from the regular lunch or salad bar. (If this is not followed, privileges to the cafeteria will be denied.) Food obtained by free or reduced students cannot be given away or sold. If this should occur, detention(s) will be assigned to both parties.
8. Students are to remain seated while eating and return to the junior high school upon permission when finished eating.
9. Milk is free to students on the free lunch program.
10. Students that purposely bend or destroy lunch cards will not be given a replacement and may be forced to eat last.

CLOSED CAMPUS LUNCH

Marshall Junior High School is a closed campus. Students are not permitted to leave school grounds during their lunch period unless their parent or legal guardian writes a letter to the school administrator and/or calls the school administrator the morning of the appointment before 9:00 am. In addition, students may not be in the parking lot or the adjacent property of to the school. Students who leave campus at lunch without an administrator's consent will be subject to disciplinary action that could result in suspension.

AFTER SCHOOL

Following the 3:06 pm dismissal bell, students are to leave school promptly through the east front doors or northwest door to the back parking lot. Bus students are to go directly over to the high school gym lobby parking lot and board their bus. Students who are picked up from school are to wait outside the east front entry doors. Students who stay for an after-school activity/practice are to immediately go to the appropriate/designated area and remain there until their coach or sponsor joins them.

*Students are not to loiter at school, coming to school, or going home from school.

FEES, CHARGES, AND PRICING

Marshall School District #C-2 establishes fees and charges to fund certain student activities and educational opportunities. Below are standard fees, pricing, and charges at Marshall Junior High School.

School Registration	**Book fee - $45.00**	*A waiver of book fees for eligible student parents/guardians can be done by applying in the school office.
	Sports fee - $30.00	*A student participating in any sport, such as, basketball, track, or girls' volleyball will pay a fee that covers the entire school year.
Breakfast	**Free**	*To students whose parents/guardians that are eligible
	Reduced: $.30	*To students whose parents/guardians that are eligible
	Student Regular: $1.25	
Lunch	**Free**	*To students whose parents/guardians that are eligible
	Reduced: $.40	*To students whose parents/guardians that are eligible
	Student Regular: $3.25	

	Adult Regular: $3.75
Library Books	*Students who have accidentally or intentionally damaged or lost a library book(s) will be charged in full for the repair and/or replacement of that book.

6.10a MEAL CHARGE LIMIT

The Marshall Schools #C-2 Lunch Program has a $20.00 charge limit. This means that once a student has charged $20.00 the computer will not allow any additional charges. Marshall Schools will still provide a sandwich and a drink to ensure no child goes without food. Should a parent/guardian need help financing their students' breakfast/lunch, please fill out a free/reduced lunch application that can be obtained at any school or the Marshall Unit Office.

6.11 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 Junior High School is handicapped accessible. If additional accommodations are necessary, please contact the school office, (217) 826-2812. Visitors who are not authorized or registered with office personnel will be asked to leave the school campus. Student visitors will not be allowed in the school.

VII. ATTENDANCE

School attendance is a responsibility for both students and their parents/guardians. 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 lawfully employed according to the child labor laws with the consent of the Superintendent of the Educational Service Region.
5. The child is 12 and under 14 years old and in attendance at a confirmation class.

7.01 MJHS ATTENDANCE POLICY

Regular attendance is so closely associated with good scholarship that parents and students who cooperate with the school in keeping a good attendance record will be amply repaid in the value received from the school.

- Students will be allowed two (2) parental excused absences PER QUARTER without penalty.
- Students who have more than two (2) unexcused absences per quarter may be restricted to attend extracurricular activities. (Ex. sporting events, dances, etc.)
- Students may attend SATURDAY SCHOOL, when available, to make up for their lost instruction time due to excessive absenteeism.
- Students MUST make up the time BEFORE attending activities/events.

*Absences with a note from a doctor or dentist excusing the student for the FULL day will be accepted.

7.01a. PROCEDURE FOR ABSENCE

1. If a student is going to be absent from school due to illness or a doctor's appointment, a parent or guardian must call the junior high office (217) 826-2812 **before 9:30 am on the day of the absence**.
2. Parents/Guardians must call the school office **by 9:30 am to request homework** for their absent student. This ensures that teachers have ample amount of time to collect, copy, and complete student-absent forms.
3. Either a doctor's note or a signed statement by the parent or guardian which includes: 1) the student's name, 2) the dates missed, 3) the reason for the absence must be presented to the office on the first day back following an illness.
   ****Reminder** Under 7.01 MJHS Attendance Policy, a parent/guardian can only excuse their student(s) for two (2) absences per quarter. All other absences falling within that quarter must have a doctor's note for excusal. If no doctor's note is provided the absence will be unexcused.**
4. Upon the student's return, the student will report to the office to hand in any forms or excusal slips. The student will also check to see if during their absence there are class materials that were placed in the office by their teachers.

7.01b LEAVING SCHOOL DURING THE SCHOOL DAY

If a student must leave before the regular dismissal time, a parental note must be sent to the school office with the student in advance so that arrangements can be made for your child to get assignments from their teachers ahead of time. A parent or guardian must check the student out by reporting to the office to identify the student, state the purpose for absence, sign his/her name on the sign-out form located in the office vestibule, and report the time the student left the school grounds.

7.01c. PRE-ARRANGED ABSENCES / VACATIONS

Prearranged absences not to exceed five (5) per school year may be excused with the permission of the Principal for such reasons as family vacations **provided the student has not missed more than five (5) days in a given semester, and none of these five (5) days are unexcused**. At least five (5) school days' notice is required to prearrange an absence as excused. The student is responsible for getting their assignments before leaving on the prearranged absence and those assignments are due on the first day back following the absence. Tests missed during the absence must be made up at the teacher's earliest convenience.

7.01d MAKE-UP WORK POLICY

For each day absent the student will have one day to make up the work that was missed. For long-term absences, the student, along with parent/guardian must arrange with their teacher(s) for make-up work. Parents/Guardians who know that their child's illness will continue beyond ten (10) days should contact the school office to arrange for a possible homebound

tutor.
It is the student's responsibility to arrange with their teacher(s) to complete make-up work. The student could receive a failing grade for make-up work which is not completed on time.

Schoolwork missed during excused and unexcused absence MUST be made up and will be subject to receive an automatic 20% deduction on any assignments, quizzes, and tests not turned in upon the appropriate deadline.

7.01e EXCUSED ABSENCE DEFINITION

1. Illness (including mental or behavioral health of the student) or injury.
2. Death in the family or of a close friend.
3. Medical and dental appointments which are **pre-approved**.
4. Court appearance(s).
5. Observance of a religious holiday.
6. After two (2) absence per quarter, a doctor, dentist, or court notice is needed for it to be excused.
7. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
8. Attending a military funeral to sound TAPS
9. Other critical or emergency situations as approved by the Principal.

7.01f UNEXCUSED ABSENCE DEFINITION

All absences other than those above such as car trouble, shopping, hair appointments, baby-sitting, oversleeping, driver's exams, work, missing the bus, etc. will be deemed as unexcused.

7.02 TRUANCY

Truancy is defined as an unexcused absence from school. If a student is chronically or habitually truant, as defined by the State and the Local School District, action may be taken against the parents of the student. If parents do not cause the student to attend school after they have been notified of the truancy, the parents may be found guilty of a Class C misdemeanor.**__Students missing 5% of the previous 180 days will be reported to the Truancy Intervention Program.__**

7.03 ILLINOIS SCHOOL CODE AND STUDENT ATTENDANCE

Illinois School Code mandates that any student who exceeds nine (9) absences with in a school year is to be immediately reported to the Regional Office of Education, and that they must obtain a doctor's note from a medical physician for each absence thereafter.

7.04 RESIDENCE

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.:

1. That he or she has assumed and exercises legal responsibility for the child.
2. 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.

7.05 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:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will attend the school designed by the School Board.
3. The student will be accepted only if there is sufficient room.

4. The student's parents or guardians will be charged the maximum amount of tuition as allowed by State law.
5. Transportation to and from school shall be the responsibility of the parents or guardians.
6. The superintendent or designee is authorized to enter into a written agreement with adjacent school districts to provide for tuition-free attendance by a student of the adjacent district, proved that both the superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance. When making a request for tuition-free attendance, the student or parents or guardians should state in writing how the student's health and safety needs will be served by such attendance.
7. The superintendent or designee is authorized to enter into written agreements with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.

7.06 CHALLENGING A STUDENT'S RESIDENCE STATUS

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.

VIII. ACADEMIC INFORMATION AND POLICIES

8.01 ILLINOIS STATE BOARD OF EDUCATION GOALS AND LEARNING STANDARDS

In 2010, the Illinois State Board of Education adopted the Common Core Learning Standards. These standards were drafted by experts and teachers from across the country and are designed to ensure students are prepared for today's entry-level careers, freshman-level college courses, and workforce training programs. Common Core Standards focus on developing the critical-thinking, problem-solving, and analytical skills students will need to be successful. These standards also provide a way for teachers to measure student progress throughout the school year and ensure that students are on the pathway to success in their academic careers. To learning more about the Common Core Standards and the skills that students need to succeed, please visit the Illinois State Board of Education website: https://www.isbe.net/Pages/Learning-Standards.aspx

8.02 STUDENT SCHEDULE

All students are provided a schedule card that contains their daily class schedule with class instructors and their locker number. Students are encouraged to keep their schedule card for future references.

8.02a FLEX PERIOD

Flex period is a forty (44) minutes period arranged at the end of the day (2:22 – 3:06pm) for our students. This period is designed so that students can receive the appropriate academic assistance they need. Most teachers will be available during this time. Student's flex hours can be changed throughout the school year to accommodate their academic needs. All students must follow the below procedures for flex hour.

- Students are to be in their seats at the start of the period and remain there until after attendance is taken.
- Students are to bring all study materials with them to their flex period.
- A student receiving assistance in another flex period teacher's room, must obtain a permit slip in advance from that flex teacher and present it to their original flex teacher at the beginning of the hour. Once the permit slip has been present and permission given that student is to go directly to the assisting flex teacher and remain in the classroom.
- A student may go to the library during flex hour, but must obtain a permission slip from the librarian in advance. Student will present the permit slip to their flex teacher after attendance has been taken. Flex teachers will also have additional library permits that they may give upon their discretion.

8.03 COURSES OF STUDY

Marshall Junior High School offers a wide variety of courses for students. Core curriculum subjects of language arts, mathematics, science, and social sciences are offered at each grade level. Students will have core curriculum courses for a full year, along with physical education. Through the year students will be enrolled in classes that are a semester in length and also quarter (9 weeks) length classes, called mini courses. A breakdown of these courses can be located under, 8.03a Duration of Courses and ***8.04 Course Descriptions***.

8.03a DURATION OF COURSES

GRADE 7		GRADE 8	
Name of Course	**Duration**	**Name of Course**	**Duration**
Literature	Full Year	Literature	Full Year
Math	Full Year	Math**	Full Year
Physical Education	Full Year	Physical Education	Full Year
Science	Full Year	Science	Full Year
World Geography	Full Year	US History	Full Year
Language Arts	Semester	Language Arts	Semester
US History	Semester	Civics	Semester
Art (U/S/E)	1 quarter	Computers	1 quarter
Math Concepts	1 quarter	Health	1 quarter
Family Consumer Science	1 quarter	Math Concepts	1 quarter
Robotics	1 quarter	Research to Careers*	1 quarter
(U/S/E) indicates courses that are assessed by the use of the following grading method: **Unsatisfactory, Satisfactory, Excellent**		*indicates courses that are assessed with a PASS/FAIL grading method **if course is Algebra, high school credit is earned but no high school grade	

8.04 COURSE DESCRIPTIONS

8.04a BAND AND CHORUS

Marshall Junior High School students have the opportunity to study band and chorus. Interested students enroll in these elective classes in the spring for the upcoming year. These courses are full year elective classes that meet in the high school band and chorus rooms.

- *8.04a1 ENROLLMENT PROCEDURE*

  A letter of enrollment will be given to all interested Marshall Junior High School parents/guardians during the spring of the previous school year. This letter requests confirmation that their student(s) is in fact interested in enrolling in the Marshall JHS Band and Chorus Program(s) for the upcoming school year and grants permission of enrollment. Class rosters are then formed for the upcoming school year. A student may add band or chorus the first week of the school year only. Exceptions are made for students that move into the district during the school year.
- *8.04a2 WITHDRAWAL POLICY*

  A withdrawal from band or chorus will only be allowed on terms of extenuating circumstances. A student withdrawal can be requested by the band or chorus teacher(s) and administrator when continual academic and behavior concerns are present. A parent/guardian request for withdrawal may be made during the first week of school stating the withdrawal reason. This request will then be reviewed and discussed with the parent, teacher(s), and administration.

8.04b LANGUAGE ARTS / LITERATURE

Language Arts (7th Grade) - Semester

Students will be introduced to the different parts of speech. During the class students will study and learn correct paragraph and essay writing, which include narratives, persuasive, and expository components.

Language Arts (8th Grade) - Semester

Students study and develop a command of the written language through sentence structure, paragraph writing, and essay writing. Throughout the class students will learn about narrative and persuasive writing these enable a student to communicate in a variety of purposes.

Literature (7th Grade) – Full Year

Students in seventh grade literature are given the opportunity to explore and learn about the elements of fiction and non-fiction reading, such as, short stories, biography, autobiography, essay, articles, and interviews. Throughout the class students will be introduced to drama and poetry reading and writing.

Literature (8th Grade) – Full Year

Students at the eighth-grade literature level will engage in short story reading from a variety of novels, plays, and poetry. Students will participate in class discussions, complete class projects, and writing activities in connection to selected reading assignments. Students also study and research Greek Mythology.

8.04c MATHEMATICS

Math (7th Grade) – Full Year

In Grade 7 Math, instructional time will focus on proportional relationships, rational numbers, expressions, linear equations, scale drawings, area, surface area, volume, probability, and geometric constructions. Material is aligned to the common core state standards. Instructional time will be spent taking classroom notes, quizzes, and tests, completing projects, class assignments, homework assignments, and class activities.

Pre-Algebra (7th Grade) – Full Year

In Grade 7 Pre-algebra, instructional time will focus on proportional relationships, rational numbers, expressions, linear equations, scale drawings, area, surface area, volume, probability, and geometric constructions as in seventh grade math. However, the material will be covered at a faster pace, will include more algebra applications, and will also include topics from the eighth-grade common core standards such as using linear equations and systems of equations. Material is aligned to the common core state standards using the accelerated seventh grade traditional pathway plan. Instructional time will be spent taking classroom notes, quizzes, and tests, completing projects, class assignments, homework assignments, and class activities.

- *8.04b1 MJHS PRE-ALGEBRA PLACEMENT POLICY*
  Approximately 25% of students entering Grade 7 meeting a set of specific guidelines will be enrolled in 7th grade Pre-algebra. Students' sixth grade math grades, sixth grade equations assessment, AimsWeb scores, along with teacher recommendation are used to determine eligibility. A student that moves into district after the school year has begun may be assessed to determine their proper math placement.

Pre-Algebra (8th Grade) – Full Year

In Grade 8 Pre-algebra, instructional time will focus on expressions and equations, solving linear equations and systems of linear equations, functions, two- and three-dimensional space and figures using distance, angle, similarity and congruence, and the Pythagorean Theorem. Material is aligned to the common core state standards. Instructional time will be spent taking classroom notes, quizzes, and tests, completing projects, class assignments, homework assignments, and class activities.

Algebra (8th Grade) – Full Year

In Grade 8 Algebra, instructional time will focus on expressions and equations, solving linear equations and systems of linear equations, functions, two- and three-dimensional space and figures using distance, angle, similarity and congruence, and the Pythagorean Theorem as in eighth grade Pre-algebra. However, the material will be covered at a faster pace and will include Algebra standards not included in the eighth-grade common core standards such as polynomials and rational expressions, creating equations, solving equations and inequalities graphically. Material is aligned to the common core state standards for Algebra. Instructional time will be spent taking classroom notes, quizzes, and tests, completing projects, class assignments, homework assignments, and class activities.

- *8.04b2 MJHS ALGEBRA PLACEMENT POLICY*
  Approximately 25% of students entering grade 8, meeting a set of specific guidelines will be enrolled in 8th grade Algebra. Student's seventh grade math grades (A or B every quarter), AimsWeb scores, scores on academic standardized tests, along with teacher recommendation are used to determine eligibility. A student that moves into district after the school year has begun may be assessed to determine their proper math placement.

8.04d PHYSICAL EDUCATION

(7th and 8th Grade) – Full Year

Physical education is a vital component of a student's curriculum program. Physical education instruction provides students with the desire, knowledge, and attitude to achieve a lifetime of healthful living, acquire physical fitness, develop coordination, and participate in leisure time activities.

- ***Dress Policy***

Students are expected to dress for PE class every day with the following exceptions:

1. A doctor's note specifying that the student should not participate due to injury or illness.

2. Two (2) parental excusal notes will be honored per quarter (9 weeks) indicating that their student should not participate it physical education class due to personal reason(s).

- ***Physical Education Excusal***

Students in grades K-8 may be excused from participating in physical education for the following reasons:

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.

1. An excuse for medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request and submitted to the Marshall Schools Superintendent by the student's parents/guardians. The student shall be provided alternative special activities.
2. 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. The statement shall be submitted to the Marshall Schools Superintendent. The student shall enroll in an academic subject that has been approved by the Building Principal and for which credit may be earned in place of the required credit for physical education.

8.04e SCIENCE

Science (7th Grade) – Full Year

Students will learn about the scientific method, metric measurement, matter, introductory chemistry, Conservations of mass, ecology, and geology. The topics of energy, engineering, human impact, and research will be discussed and practiced throughout the year.

Science (8th Grade) – Full Year

Grade 8 students will learn about the engineering design process and incorporate it into experimental procedures. Topics will include gravity, force and motion, the solar system, evolution, genetics, waves, properties of light and human impact on the environment.

8.04f SOCIAL SCIENCES

US History (7th Grade) – Semester

Grade 7 United States History cover the period of Early Native Americans to the end of the American Civil War. The class will examine American prehistory and then move on to Native American cultural groups, European exploration, discovery, and colonization of America. Students will learn of the American Revolution and the founding of the United States, as well as, the growth of the new nation through the mid-1800's.

World Geography (7th Grade) – Full Year

Students utilize physical and cultural perspectives to examine people, places, and environments at local, regional, national, and international levels. Students describe the influence of geography on the events of the past and present with emphasis on contemporary issues. As an additional part of the class curriculum, each student is required to identify all fifty (50) states on a map of the United States to assist students' knowledge at our national level.

Civics (8th Grade) – Semester

Civics is the study of citizenship and government. Students are introduced to how our state and federal governments were formed and what processes had to be taken to create our Illinois and US Constitutions. Students are informed and assisted in becoming better citizens so they may be essential to the sustainability and improve to the government in which they live. In addition, this course is a requirement by the US Department of Education in that all students demonstrate understanding of the main framework of the State and Federal Government. Therefore, each student must complete the class with a passing grade to proceed onto high school.

US History (8th Grade) – Full Year

Grade 8 United States History covers events, problems, and many challenges that have occurred to help shape our country, this United States of America. Beginning course topics include: Expansionism, The Reconstruction Era-the rebuilding of our nation after our Civil War, Wild and Wooly Quest for the West, America and The Great War – World War I, and on into the new Millennium of the 21st Century. This course allows students to look deeper into the history of the United States to be able to gain knowledge to create their own conclusions and ideas.

8.04g MINI COURSES

Each grade level at Marshall JHS has what are called *mini courses*, which means that the course's duration is one (1) quarter of the school year. Every quarter a student will have a new mini course that they will be enrolled in. These courses are vital additions to our curriculum program to improve and assist our students' achievement in their core curriculum classes and their success outside of our school.

Art (7th Grade)

Seventh grade art is an introductory course to the elements of art, principles of design, different media, and aesthetics. Students will be working on developing and exploring problem-solving skills. The main movements and ideas that will be covered are perspective, color theory, measurements, proportions, gridding, Pop Art, and Realism. Students will create both two-dimensional and three-dimensional artwork.

Math Concepts (7th Grade)
Seventh-grade Math Concepts will focus on real-world application and advanced metrics in mathematical operations, focused on deeper level state standards.

Computers (8th Grade)
Eighth grade computers will focus on Google capabilities and skills that revolve around Google Drive. Students will develop a basic understanding of Google applications in connection to academics. Ethical computer use and Internet safety will be covered throughout the curriculum.

Family Consumer Science (7th Grade)
Family Consumer Science class covers the areas such as Character Development, Decision Making, Nutrition, Sewing, Human Development, and Interpersonal and Family Relationships. This class assists students in understanding themselves, their role in today's society, nature of caring for self and family, as well as, home economic related careers.

Health (8th Grade)
Course topics will include learning about environmental health safety, drugs and alcohol awareness, and self-esteem. Also, students will briefly learn about the different body systems and what each do. Students will do class presentations on topics covered during this quarter long class.

Math Concepts (8th Grade)
In Grade 8 math concepts, instructional time will focus more specifically on geometry, statistics, and probability. Materials are an extension of the 8th grade common core state standards. Instructional time will be spent taking classroom notes, quizzes, and tests, completing projects, class assignments, homework assignments, and other class activities.

Research to Careers (8th Grade)
The Research to Careers class is designed to introduce the career development process to students. The process includes self-awareness, career awareness, career exploration, and career preparation. Students will personalize the career development process by integrating information from their academic and career assessments to make informed planning decisions for careers and education and/or training beyond high school. Students are given a variety of career-related assessments, discussion of etiquette, as well as, visiting area businesses, industries, and universities to help them become more aware of their career interests. Students will prepare a portfolio containing items necessary for the competition of seeking a career.

Robotics (7th Grade)
This is a beginning course in robotics. The objective of this course is to introduce the student to basic programming as well as problem solving strategies. This course will involve students in the development, building and programming of a LEGO robot, introduced to freestyle design, CAD programing, as well as, 3D printing. Students will work hands-on individually and as teams to design, build, program and document their progress. Topics may include motor control, gear ratios, torque, friction, sensors, timing, program loops, logic gates, decision-making, timing sequences, propulsion systems and binary number systems.

8.05 HIGH SCHOOL COURSE RECOMMENDATION POLICIES

8.05a ENGLISH / LITERATURE

The following guidelines are used for eighth grade students in determining placement in Freshman College English I: **1)** B or higher in junior high English classes, **2)** Scores from AimsWeb and other academic standardized tests, **3)** Teacher recommendation (student ability, application, and academic commitment)

8.05b MATHEMATICS

Depending on whether an eighth-grade student is enrolled in Pre-algebra or Algebra can determine what eligible math course they are placed in when entering high school. A student that completes Pre-Algebra will be recommended for Algebra I or Algebra IA in high school. A student that completes Algebra, during their eighth-grade year, can be recommended as a freshman for either Algebra I (if they did not meet academic standards in Algebra as an eighth-grade student), Plane Geometry, or Honors Geometry. The determining factors for a student's high school math placement is a culmination of eighth grade math class completed, eighth grade math grades, AimsWeb and other academic standardized test scores, along with teacher recommendation (student ability, application, and academic commitment).

8.06 SCHOOL/HOMEWORK POLICY

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

School/Homework…

- increases time on task
- extends opportunity to pursue special interests and/or ability areas
- challenges students to set priorities, manage their time, and develop self-discipline for lifelong learners
- provides an opportunity for parental involvement in the formal education process
- communicates high expectations schools hold for their students, teachers, administrators and community

8.06a LATE OR MISSING SCHOOL/HOMEWORK

Students, along with teachers, are responsible in communicating with each other on incomplete, missing, or late assignments, projects, quizzes, tests, etc. If a deadline has not been met, student work will:

1. Earn 20% deduction off the school/homework.
2. Earn a potential failing grade due to not meeting deadline or the agreed upon due date.

8.07 MJHS GRADING SCALE

A -- 90-100%

B – 80-89%

C -- 70-79%

D – 60-69%

F -- 0-59%

8.08 REPORT CARDS

Report cards are distributed at the end of each nine-week period. Parents/Guardians can receive their students reports cards via email and also accessible via Lumen Parent Portal. If a parent/guardian wishes to have grades sent by standard mail please inform the main office. Report cards not received electronically will be sent out via mail. Parents/Guardians are encouraged to review carefully the information on the report card. In addition to grades, attendance, and student account balance is also displayed on the report card.

8.08a MID-QUARTER PROGRESS REPORTS

Midway through each quarter, five-week progress reports will be made available to all parents/guardians. Progress reports will be received via email and/or Lumen Parent Portal. Any parent not receiving electronic reports will have their students report mailed to them. If a concern exists, parents and student should consult with the teacher concerning strategies for improvement.

8.09 JUNIOR HIGH SCHOOL PROMOTION STANDARDS

8.09a ACADEMIC INTERVENTION

Students are responsible for earning passing grades at Marshall Junior High School. When a student accumulates **two (2) failing classes or more** in a grading period, a student conference will be held to address the student's grade deficiencies. A conference will be held with appropriate teachers and parents/guardians to develop a remediation plan for the student. Should failures occur, students will be recommended for academic assistance which may include RtI (Response to Intervention) Program, homework help/late stays, Saturday school, academic probation, summer school, and/or consideration for retention.

**Eighth graders not performing well in English/Language Art classes and/or Illinois State Assessment tests will take a one (1) semester ninth grade reading/writing class in high school.

8.09b ACADEMIC PROBATION

Academic probation occurs when a student fails **two (2) classes for two (2) grading periods**. When academic probation occurs, a student is not allowed to attend any extra-curricular activity without administrative approval. Academic probation discontinues when the student is no longer failing two or more classes at the end of a grading period. A student can be re-instated on academic probation if two (2) or more Fs are earned in a future grading period.

8.09c RETENTION

1. When a student has three (3) F's in any subject, successful completion of a summer school program may be required in order to pass onto the next grade level.

2. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum,

attendance, performance based on Illinois State Assessments, STS Test (high school placement), or other testing.

3. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

8.09d AUTOMATIC RETENTION

A student that fails eight (8) courses within a school year will automatically be retained at their current grade level.

IX. EXTRACURRICULAR ACTIVITIES AND REGULATIONS

9.01 School Dances

Throughout the year, a variety of dances will be held for junior high school students. During school dances, all school rules are in effect for students attending.

The following policies are in effect for school dances:

1. All bags, backpacks, purses, and persons are subject to search for the safety and health of all students.
2. High School students **may not** attend any dance for junior high students.
3. Students **will not** be re-admitted after leaving a dance. If a student chooses to leave a dance unsupervised and/or early, parents may be notified to verify the circumstances.
4. Only Marshall Junior High School students may attend.

9.02 Extracurricular Regulations for Students

Marshall Junior High School is a member of the Illinois Elementary School Association (I.E.S.A.) and abides by the rules set by the association. Inter-scholastic basketball (girls and boys), cross country (girls and boys), scholastic bowl, track (girls and boys), and girls' volleyball are offered under the IESA.

A. In order for an MJHS student to participate, they must be in attendance for 5th, 6th, 7th, and 8th periods in their entirety. In an emergency situation the student may request to be absent by following attendance procedures outlined in this handbook. (Refer to ***7.01 MJHS ATTENDENCE POLICY*** for more information on student attendance.)
B. A MJHS student must abide by the Marshall C-2 policy concerning violation of training rules and code of conduct. The Training Rules are located below for reference.
C. A MJHS student-athlete must provide a statement from the parents relieving the school from responsibility for medical bills incurred while participating in athletics.
D. A MJHS student-athlete must provide a certificate of physical fitness issued by a licensed physician not more than one year preceding beginning practice or game.

9.03 School Athletic Committee Policy

1. Players may move up to the next age level to play games on a part time basis only when low participation makes it necessary.
2. 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.
3. When a student/athlete quits a given sport, he/she may participate in another sport immediately.
4. All athletic clothing/uniforms/wearing apparel purchased by the district, individuals, booster groups or non-school groups 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 students' names will consist only of last names. Shoe colors and styles will be designated by the coach with approval of the principal. Exceptions may be made by the building principal.
5. A form clearly stating an understanding of who will be responsible for students' safety and behavior will be required for all summer out-of-season camps, workshops, and trips.
6. Coaches/sponsors have the authority to ask visitors to leave practices.
7. Students participating in co-curricular activities or athletic events must ride school 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.**
8. For a suspension to be considered served, the student-athlete must finish the season in which they served the suspension in good standing.
9. Coaches' or Sponsors' training rules will be approved by the school Athletic Director or Principal.

9.03a ACTIVITY TRAINING RULES

The Coach/Sponsor must follow these procedures.

Since participation in extra-curricular activities is a privilege and not a right, the following training rules apply to all participants during their involvement in the activities listed below for grades 5 through 12. The activity training rules are in effect throughout the calendar year.

9.03a1 ACADEMIC ELIGIBLITY

A student must be passing all classes and maintain a **"C"** average to participate. Principal, coaches, and teachers will work with the student to help the student bring his/her grade to passing status. The student will be excluded from all games until the grade is brought up to passing at the next grade check.

A student pre-eligibility check is run on Thursday of each week to review student status and communicate with appropriate teachers, on Friday afternoons. The final eligibility check will be run by the Principal and communicated to coaches. Eligibility runs from Sunday through Saturday following the report date.

Student participants are also required to maintain IESA requirements.

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. School activities covered by the eligibility/disciplinary policy are the following:

Baseball	Basketball (Girls/Boys)	Cheerleading	Cross Country (Girls/Boys)	Cub Cadettes
Library Clerks	P.A.W.S.	Office Helpers	Scholastic Bowl	Softball
Student Council	Track & Field (Girls/Boys)	Volleyball (Girls)		

9.03a2 VIOLATION OF TRAINING RULES

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.

1st Offense (In an academic career)

A. Students will lose 30% of the games if in season, or 20% of the games if between seasons. 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 if in season, or 10% of the games if between seasons. 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/she 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.

9.03a3 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 Rule or the Code. The Principal, upon the conclusion of a resulting court case, will determine the length of the suspension based on the severity of the criminal code violation. Students found guilty **will not** be allowed to participate in homecoming or prom courts, if applicable.

A. The Authority to Determine Violations of the Code
1. Students may be reported for a violation of the training rules by teacher, administrator, or police who observed the violation.
2. The Principal shall be responsible for the investigation of the violation and administration of the consequences of the violation.

B. Right of Review of a Violation
1. The student-athlete and parents have the right to request a hearing with the coach, athletic director, and principal within ten (10) days of exclusion.

2. If the student-athlete or parents are unsatisfied with the first hearing, they may request a hearing with the Athletic Committee, within ten (10) days of the hearing with the coach, athletic director, and principal.
3. 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.

X. STUDENT EXPECTATIONS AND CONDUCT

Students are expected to behave in a manner that will be a credit to Marshall Junior High School. It is impossible for teaching and learning to take place in a classroom unless good order is maintained. Therefore, these standard discipline procedures have been established. These discipline procedures pertain to **all** students and are extended to include all extracurricular school activities.

10.01 STUDENT EXPECTATIONS

- To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
- To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- To be punctual and present in the regular or assigned school program to the best of one's ability.
- To refrain from gross disobedience misconduct or behavior that materially and substantially disrupts the educational process.
- To maintain the best possible level of academic achievement.
- To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.
- Comments that may be construed as threats to the safety of our students and staff members will not be allowed. Similar to airport check-in points, implied threats will be taken seriously.
- Hats and bandanas shall not be worn in the building during the school day.
- No running, yelling, talking loudly, pushing, or shoving at any time in hallways or classes outside of normal expectations i.e. running in P.E.
- Students shall not write on walls, desks, or deface school property

10.01a 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.

10.01b FOOD, GUM, DRINKS, AND CANDY

Food, gum, all drinks, and candy are only to be consumed in the cafeteria. Gum should not be chewed at any time during the school day. Detentions will be issued for students in violation.

10.01c CELLPHONES, MUSIC DEVICES, TABLETS, AND OTHER DEVICES

1. Students are **not** to use cellphones, or other electronic devices for music, games, cameras, video, social media, or any device/toy that is disruptive to the educational process without the permission of the administration. Violation of this rule may be considered Gross Disobedience or Misconduct (Refer to 10.04k GROSS DISOBEDIENCE OR MISCONDUCT for more information.)
2. Cell phones **may not** be turned on or used during the school day. Student possession of cell phones in the school building or on school grounds during the school day (7:45 am – 3:06 pm) is restricted to storage in their school locker. Cell phones must not be visible during these periods. Furthermore, a student may not initiate or receive calls, text messages, or pictures/videos during the school day or while participating in school events without the express permission of school officials.
3. Cellphones and other devices with recording or camera capabilities are prohibited in locker rooms, restrooms, or other areas with a heightened need for privacy.
4. The school district is not responsible for theft or damage to phones brought onto school property. If a student needs to make a call during the school day, they are to use the phone in the main office with permission.

Violation of this policy will result in confiscation of the phone/device. The student will not be permitted to remove the battery or any memory component. A parent or guardian will need to retrieve the cell phone from the office. Depending on the circumstances of the violation, additional consequences may result.

10.01d STUDENT DRESS CODE

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.
Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in

attendance at school-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin, and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.

10.02 DEFINITION OF CONSEQUENCES

10.02a NOON/LUNCH DETENTION

All students earning a noon/lunch detention will be notified by the teacher and/or principal. Parents/Guardians will be notified by the issuing teacher or through the office.

1. Students serving a noon /lunch detention will go to the cafeteria to get their lunch. The student will take their lunch directly to the designated detention room where the detention supervisor will be waiting. (If a student brought a lunch from home that student is not to go to the cafeteria, but directly to the detention room.) Lunch trays will be taken back to the cafeteria once permission is given by the detention supervisor.
2. Students are to work or read on school materials during their noon detention. No talking or horseplay will be tolerated. Students will respect all other individuals in the detention room by following rules and appropriate behavior.
3. A student who is tardy or disruptive will be assigned additional consequences by the supervisor and/or principal.

10.02b AFTER SCHOOL DETENTION

All students who earn an after-school detention will be notified by the teacher and/or principal. The student will also be given a reminder slip from the office on the day of the detention.

1. On that day, after the final dismissal bell, the student is to gather all homework and materials and report directly to the office where the detention supervisor will be waiting to take him/her to the designated detention area.
2. The student is expected to work and/or read quietly on school materials the entire time. If the student has nothing to work on the supervisor will assign additional work. The detention will last from 3:06 pm - 4:00 pm.
3. When a student receives an after-school detention the parent/guardian will be notified at least twenty-four (24) hours before the after-school detention date. The parent/guardian is responsible for the student's transportation home.

10.02c 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 the 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 interest 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:

DEFINITIONS OF EXCLUSION

"Bus Suspension" means an exclusion from riding a school bus for any length of time.

"Emergency" means a situation where the student's presence poses an immediate or continuing danger to persons or property or constitutes an ongoing threat of disrupting the educational process.

"Exclusion" means any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.

"Expulsion" means an exclusion for a period of more than ten (10) school days, but not more than two (2) years.

"Suspension" means an 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 the return to regular classes.

10.02c1 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 the evidence which supports such charges.
2. If the student denies the charges the suspending official shall allow the student 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.
4. A "short-term" suspension will be 1-3 days.
5. A "long-term" suspension will be 4-10 days.

10.02c2 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.

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

10.03 INTERVIEW OF STUDENTS

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 someone is in immediate danger.

10.04 STANDARD PROCEDURES FOR STUDENT CONDUCT VIOLATIONS

Outlined below are general definitions and standard procedures with 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.

10.04a ACADEMIC DISHONESTY

At Marshall Junior High School, it is expected that all classwork, homework, tests, etc., be the original work of the student submitting it. A student who submits work that is not original may have committed the act of academic dishonesty. Plagiarism, a form of academic dishonesty, occurs when a student borrows or restates another's words or ideas and claims them as their own.

1st offense: 0% on the assignment and two (2) days of noon detention
2nd offense: 0% on the assignment, a parent conference will be initiated, and two (2) days of Saturday School
3rd offense: Student will be removed from the class for the semester with a failing grade, and three (3) days of out-of-school suspension.

10.04b BOMB THREAT, ARSON, POSSESSION OF A WEAPON, AND/OR EXPLOSIVES

Possession or use of explosives, firearms, or other dangerous weapons or instruments shall be prohibited on school buses, school buildings, at any related activity, or on school grounds at all times. Students found to violate this policy shall be disciplined by the administration on an individual basis. Disciplinary measures may include counseling, withholding of privileges, and/or suspension or expulsion. The District shall notify the parents of the action taken and may notify juvenile authorities. In cases of suspension or expulsion, the District shall follow procedures required by state law and Board policy.

10.04c BULLYING OR CYBER BULLYING

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying based on actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

1st offense: Contact parents and 2 days detention after school
2nd offense: Contact parents and 1-day suspension
3rd offense: Contact parents and 3 days suspension

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

1. History of aggressive or violent behavior, stealing, vandalism, lying, cheating, and fire-setting.
2. Uncontrolled anger.
3. Mild patterns of hitting, intimidating, and bullying
4. History of discipline problems.
5. Threats to use violence.
6. Possession of a weapon.
7. Expressing violence in writing or drawing.
8. Affiliation with gang and gang-related activities.
9. 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.
- The most effective action for parents and guardians is to impress upon their student(s) early and often that such behavior will not be tolerated. Then follow up with action when necessary.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or student's person or property;
2. Causing a substantially detrimental effect on the student's or student's physical or mental health;
3. Substantially interfering with the student's or student's academic performance; or
4. Substantially interfering with the student's or student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Our bully/cyber bully intervention process will include, but is not limited to:

1. Encourage all staff to report observances to the principal.
2. Interview all involved students.
3. Notify parents of concerns.
4. Refer conversations to a team of counselors, psychologists, social workers, BD/ED itinerant, and police.
5. Create an individual plan as the situation dictates.

10.04d ETHNIC SLURS

1st offense: 2 days of after-school detention and 1 mandatory counseling session with the school counselor.
2nd offense: 1-day suspension and 2 mandatory counseling sessions with the school counselor.
3rd offense: 2-day suspension and 3 mandatory counseling sessions with the school counselor.

10.04e EXCESSIVE NOON DETENTIONS

An after-school detention will be issued to any student who has **accumulated more than three (3) noon detentions** within a quarter (nine-week period). Each noon detention that follows within that quarter (nine-week period) will also result in an after-school detention.

10.04f EXCESSIVE AFTER SCHOOL DETENTIONS

A Saturday School will be issued to any student who has **accumulated four (4) or more After School Detentions** within a quarter (nine-week period). Each after-school detention that follows within that quarter (nine-week period will also result in a Saturday School.

10.04g FIGHTING

1st offense: 2 days suspension.
2nd offense: 3 days suspension.
3rd offense: 5 days suspension.

- ASSAULT UPON ANOTHER STUDENT

3-10-day suspension depending on severity.

10.04h FORGERY

Forgery is the creation of a false written document or alteration of a genuine one, with the intent to defraud. Forgery consists of filling in blanks on a document containing a genuine signature, or materially altering or erasing an existing instrument.

1. *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
2. *Passes/Signatures*
   - 1st offense: 1-day After School Detention
   - 2nd offense: 1 day out of school suspension
   - 3rd offense: 3 days out of school suspension

10.04i GAMBLING OR EXTORTION

1st offense: 3 days detention after school.
2nd offense: 3 days suspension.
3rd offense: 5 days suspension.

10.04j 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 references to violence, Satanism, and other that depicts an anti-safe school environment, is strictly prohibited. Any student who violates this policy shall be subject to suspension or expulsion following the District's student discipline policy. Board Policy 730.14

10.04k GROSS DISOBEDIENCE OR MISCONDUCT

Consequences depend upon the circumstances and severity of the offense.

10.04l LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

1st offense: Contact parents and 2 days detention after school.
2nd offense: 1-day suspension.
3rd offense: 3 days suspension.
Students will have to make up lost time.

10.04m PHYSICAL ATTACK, THREAT OF PHYSICAL ATTACK UPON AN ADMINISTRATOR, TEACHER, SUPERVISOR, OR OTHER EMPLOYEE OF THE DISTRICT

1st offense: Suspension depends on the problem.
2nd offense: Suspension with recommended expulsion.

10.04n POSSESSION, SMOKING, USE OF TOBACCO, ALCOHOL, or DRUGS

Using, possessing, distributing, purchasing, selling, or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping-related products.

1. *Tobacco*

1st offense: 3-day suspension.
2nd offense: 5-day suspension.
3rd offense: 10-day suspension.

Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they have alcohol in their possession.

2. *Alcohol*

1st offense: 5 days suspension.
2nd offense: 10 days suspension.
3rd offense: 10 days suspension with possible recommendation for expulsion. Police will be informed.

10.04o PUBLIC DISPLAYS OF AFFECTION BETWEEN STUDENTS

1st offense: Contact parents.
2nd offense: 2 days detention after school
3rd offense: 5 days detention after school or other alternatives.

10.04p REPEATED CLASS AND HALLWAY DISTURBANCES

1st offense: Multiple noon detentions.
2nd offense: 3 days detention after school.
3rd offense: 5 days detention after school.

10.04q RUDE, INSULTING, USE OF OFFENSIVE OR PROFANE LANGUAGE TO OTHER STUDENTS

1st offense: Contact parents and 2 days detention after school.
2nd offense: 3 days detention after school.
3rd offense: 3 days suspension.

- TO ADULTS

1st offense: 3 days suspension.
2nd offense: Suspension depends on the problem.

10.04r 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.

10.04s SEXUAL HARASSMENT

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.

(Refer to ***16.03 SEX EQUITY*** for more information about Marshall Schools Sexual Harassment Policy)

10.04t TARDY TO SCHOOL AND TO CLASS

Students are allowed three (3) tardies per quarter. Upon the fourth tardy within a quarter, a student will receive a noon detention. If a student's tardiness equals up to 10% of unexcused school missed it may be treated as a school truancy situation. (Refer to ***7.02 TRUANCY*** for more information about truant students)

10.04u THEFT

1st offense: Call parents, restitution, and 5 days detention after school.
2nd offense: Restitution and 3 days suspension.
3rd offense: Restitution, 5 days suspension, and possible expulsion.

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

10.04v THREATS OR INTIMIDATION

1st offense: 3 days detention after school.
2nd offense: 5 days detention after school.

3rd offense: 3 days suspension.
**Depending on severity, the school district will involve police, parents, and counselor.

10.04w USE, POSSESSION, OR DELIVERY OF DRUGS, LOOK-ALIKE DRUGS, INHALANTS, DRUG PARAPHERNALIA, ANY CHEMICAL PRODUCT THAT IS USED IN A MANNER IN WHICH IS NOT INTENDED, OR ANY OTHER CONTROLLED SUBSTANCE

Using, possessing, distributing, purchasing, selling or offering for sale any illegal drug, controlled substance, cannabis, "look-alike" or counterfeit drug, including substances not listed:
1st offense: 10 days suspension with possible recommendation for expulsion. 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 two (2) hours after the student was suspended. If the results of the test are negative, the parents will be reimbursed for the cost of the test.

10.04x VANDALISM

1st offense: Contact parents, restitution, and 2 days detention after school.
2nd offense: Contact parents, restitution, and 5 days detention after school.
3rd offense: Suspension and restitution.

10.04y WEAPONS

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.

Students found to violate this policy shall be disciplined by the administration on an individual basis. Disciplinary measures may include counseling, withholding of privileges and/or suspension or expulsion. The District shall notify the parents of the action taken and may notify juvenile authorities. In cases of suspension or expulsion, the District shall follow procedures required by state law and Board policy.

10.04z WITHHOLDING PERTINENT INFORMATION CONCERNING A SUSPENDABLE OFFENSE

Consequences depend on the severity of the offense.

10.05 BUS TRANSPORTATION AND STUDENT CONDUCT

On any school-sponsored trip, teachers, coaches, and bus drivers are in full charge of the student 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 carefully and impress upon your child the importance of observing these safety regulations. When transporting students to and from school, only authorized personnel shall be permitted on the bus.

10.05a BOARDING PROCEDURE

- 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 completely stopped before attempting to enter
- Students shall remain off the road at all times and safely conduct themselves 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

10.05b PASSENGER GUIDELINES

Students shall observe the following rules for bus behavior and decorum:

- Refrain from using profane or indecent language
- No smoking or possession of 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 bus
- Pay for damage intentionally caused to seats or 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 windows or anything into the bus
- Remain in assigned seats 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
- No possession, use, or selling of alcohol or drugs

10.05c DEPARTURE PROCEDURE

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(s) 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 planned with the driver and school administrator to authorize their departure from the bus at a different place
- Whenever a road becomes impassible 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

10.05d VIOLATIONS PROCESS

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

- Conference with 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.

10.05e VIDEO SYSTEMS

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is recorded, a Marshall Junior High digital video/audio recording will be made for presentation. A presentation to parent(s) or guardian(s) of students shown in the digital recording and/or school board members will be conducted if necessary. Any recording filmed on a school vehicle will only be shown to the personnel of the school, parent(s) or guardian(s) of student(s) shown in the recording. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel. (Update based on new system??)

10.06 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. *

XI. MJHS POSITIVE INCENTIVE PROGRAMS

11.01 CHARACTER DEVELOPMENT AND STUDENTS OF THE MONTH

Marshall Junior High School believes character development in our students is an important priority. To assist in promoting that philosophy, each month is focused on a character trait which then is connected to our students of the month awards.
Each month, four different students, one (1) girl / one (1) boy from seventh grade, and one (1) girl / one (1) boy from eighth grade are selected by the teachers who exemplify that month's designated trait.
These awards are presented as an example to all students of our expectations and our definition of requirements for success in beyond our school doors. These character traits are based on core values we share and we believe will serve our students well as they move into high school and adult life. Award eligibility is not based necessarily on grades, but rather on the students' possession of that month's positive quality. Below are the Marshall Junior High School character traits and their correlating months.

August Accountability	**September** Organized	**October** Leadership	**November** Perseverance	**December** School Pride
January Polite	**February** Dependable	**March** Inclusive	**April** Determination	**May** Disciplined

11.02 EIGHTH GRADE FIELD TRIP

Each spring, at the beginning of May, Marshall JHS eighth-grade students have the opportunity to travel on an end-of-the-year field trip. Student attendance on this field trip is a privilege and is earned throughout the school year. For a student to earn this end-of-the-year trip, they must meet acceptable marks in three (3) categories: **1)Academics 2)Attendance 3)Behavior**
Below is a breakdown of the eighth-grade field trip criteria according to each category. This earned criterion goes into effect on the first day of school through the designated date of the field trip.

Academics

- Students earning trip privileges may not have more than one (1) failing class per quarter. (A final grade check will be administered the day before the trip.)

Attendance

- Students earning trip privileges must have an attendance percentage of 90% or more

Behavior

- Students earning trip privileges may not have more than two (2) after-school detentions during the school year.
- Students earning trip privileges may not have attained an In-School Suspension or Out-of-School Suspension.

**Please note that student participation in this activity is considered a privilege, and it is desired that everyone participate and take part in this positive experience that Marshall JHS offers. With knowledge of this field trip criterion, the hope is that this will encourage students to strive towards their fullest potential academically and behaviorally and in doing so be rewarded for their efforts.

11.03 HONOR AND HIGH HONOR ROLL

Grades from academic subjects will be used to calculate eligibility for the honor roll. There are two levels of honor roll.

1. **Honor Roll –** any combination of A's and B's in the academic subject. In addition, to make the Honor Roll, a student may not have any enrichment grade lower than a C.
2. **High Honors** – a student earning high honors has all A's in their academic subjects

11.04 "PAWSITIVE POSTS" PROGRAM

The "Pawsitive Posts" Program at Marshall Junior High School recognizes the many learning events, wonderful efforts, and acts of kindness that happen among our students and staff each day. Whenever we witness an act of kindness by a student without direction, effort beyond what is asked, or a continued commitment to Marshall Junior High School's standard of excellence, that teacher and/or staff member will send a postcard home to share and acknowledge your student's willingness to go above and beyond.

11.05 "Cub Pride Program"

The Cub Pride Program for Marshall Junior High School:

A focus on Attendance, Behavior, Engagement, and Promoting Consistency

Program Overview

This program for Marshall Junior High School aims to improve attendance and reduce disciplinary incidents by fostering a positive school environment. This program will use a tiered approach to provide varying levels of support based on student needs.

Goals

- Increase overall building student attendance to 94% or higher.
- Reduce the number of disciplinary referrals
- Create a positive school climate that encourages good behavior and consistent attendance
- Reinforce behaviors and expectations that align with the school's values
- Ensure that all teachers and staff are on the same page regarding behavior expectations and rewards
- Make the reward system appealing and motivating for middle school students

Key Components

Tier 1: Universal Interventions
Tier 2: Targeted Group Interventions
Tier 3: Intensive Individual Interventions

Tier 1: Universal Interventions

1. School-Wide Expectations
   - Clearly define and display expectations for attendance and behavior throughout the school.
   - Regularly communicate expectations during morning announcements and assemblies.

2. Positive Reinforcement
   - Implement a point/token system where students earn points for good attendance and positive behavior.
   - Points/tokens can be exchanged for rewards

3. Recognition Programs
   - Attendance Awards: Monthly recognition for students with perfect attendance and above 95%
   - Behavior Awards: Monthly recognition for students with no disciplinary referrals.

4. Attendance and Behavior Tracking
   - Utilize an electronic system to track attendance and behavior incidents.
   - Regularly review data to identify trends and areas needing improvement.

5. Parent and Community Involvement
   - Hold parent meetings as needed to discuss attendance and behavior expectations.
   - Engage community partners to provide additional incentives for students.

Tier 2: Targeted Group Interventions

1. Small Group Sessions
   - Provide small group interventions for students with moderate attendance or behavior issues.
   - Focus on social skills, conflict resolution, and the importance of attendance.

2. Check-In/Check-Out (CICO)
   - Assign a mentor to students who need additional support.
   - Students check in with their mentor at the beginning and end of each day to set goals and review progress.

3. Attendance Contracts
   - Develop attendance contracts for students with chronic absenteeism.
   - Include specific goals and rewards for meeting attendance targets.

Tier 3: Intensive Individual Interventions

1. Individual Counseling
    - Provide one-on-one counseling for students with significant attendance or behavior issues.
    - Focus on underlying issues affecting attendance and behavior, such as family problems or academic difficulties.

2. Behavior Intervention Plans (BIPs)
    - Develop individualized plans for students with frequent disciplinary referrals.
    - Include specific strategies and supports to improve behavior.

3. Intensive Case Management
    - Assign a case manager to work closely with the student, family, and teachers.
    - Coordinate services and support from both school and community resource

Example Incentives and Rewards (Possibilities)

- Weekly: Homework pass, positive phone call home, seating choice, etc..
- Monthly: Lunch with the principal/teacher, gift cards, school merchandise
- Quarterly: Field trip, gift cards, special privileges (e.g., being "Principal for a Day"), Fun Friday.

Recognition Programs

Develop programs that recognize students for their positive behavior regularly.

- Student of the Week/Month: Highlight a student who exemplifies the school's values.
- Cub Pride Assemblies: Hold periodic assemblies to celebrate successes and distribute major rewards.
- Bulletin Boards: Display photos and names of students who have earned special recognition.

Student Involvement

Include students in the creation and evaluation of the PBIS system to ensure it remains relevant and engaging.

- Student Council/PAWS: Have a group of students who help to design rewards and gather feedback from their peers.
- Surveys and Feedback Forms: Regularly solicit student input on what rewards they find motivating.

MJHS Student Expectations

A school expectation aims to provide a safe environment in which students can learn to act maturely and responsibly. The supervision of student conduct will include the time in which the student is normally in school, while on school property while going to and from school, and while attending school-sponsored events. These expectations listed in this handbook are intended as guidelines that will help students behave in a manner that will be a credit to themselves, their families, and the school community. Marshall Junior High School students are rewarded for good behavior through our Cub Pride Program. This incentive program is based on positive student behavior at MJHS and is only offered to MJHS students. Students meeting behavior, academic, and attendance expectations will be eligible to attend activities as a reward for positive behavior. Students who follow the expected conduct and behaviors will be acknowledged with rewards.

	Classroom	**Hallways & Lockers**	**Cafeteria**	**Library**	**Restroom**	**Gym and Locker Rooms**
Be Here- Be Ready	• Have appropriate supplies on hand • Have all assignments completed on time • Be in your seat sitting quietly with materials ready at the beginning of class • Stay seated until the bell, or released • Stay on task	• Observe passing time limits (3 minutes) • Move towards a destination without lingering • Get all necessary materials • Have a pass during class time • Use locker at designated times	• Sit in your designated area • Stand in line, single file • Pay all charges the following day	• Return materials on time/pay fines promptly • Know why you came • Have your checkout information readily available • Ask for help when you need it	• Observe time/occupancy limits • Use passing periods between classes when possible • Have a restroom pass during class time • Use designated restrooms	• Arrive with appropriate materials • Be in the gym when class begins • Follow dress expectations and procedures
Be Respectful	• Follow directions and classroom rules • Listen attentively • Let and encourage others to do their best • Use appropriate language tone and volume • Wait your turn • Be polite • Respect school property • Respect others and their possessions	• Respect others' space • Use appropriate language tone and volume • Close lockers • Hold doors for others • Follow directions and school rules	• Follow directions from staff members • Be polite • Respect others and their possessions • Patiently wait your turn in line • Use appropriate language tone and volume • Do not play with, or throw food/trash in any way	• Use appropriate language, tone, and volume. • Wait your turn • Be polite • Respect others' space • Respect materials loaned to you • Listen and follow directions	• Respect the privacy of all • Pick up after yourself • Wash hands • Keep a clean restroom • Respect school property	• Use equipment properly • Return equipment to the proper place when finished • Share equipment and space • Use appropriate peaceful language • Demonstrate good sportsmanship • Follow directions of supervisors • End activity when directed • Ask permission to leave the designated area
Be Safe	• Keep all hands, feet, and objects to yourself • Keep belongings under the desk and work area neat • Use equipment and materials in a safe manner • Food, drinks, candy, and gum are prohibited (water is allowed in a clear container)	• Stay to the right • Keep all hands, feet, and objects to yourself • Be aware of others' space • Use only your assigned locker and keep the combination to yourself • Keep lockers and hallways clean	• Keep all hands, feet, and objects to yourself • Clean up the eating area before leaving the cafeteria • No open food or drink leaves the cafeteria • Report accidents/spills to supervisors • Wait your turn	• Keep all hands, feet, and objects to yourself • Return the chair to the proper place when finished	• Participation in horseplay or misuse of the restroom is prohibited • Report damage or accidents to a supervisor • Refrain from lingering • Return to class promptly	• Keep all hands, feet, and objects to yourself • Follow rules of activities • Use only your assigned locker • Leave aerosol and glass containers at home • Food, drinks, candy, and gum are prohibited

The Proactive Approach to School-Wide Discipline will provide the following:

1. Defining Behavioral Expectations
2. Teaching Behavioral Expectations
3. Acknowledging Appropriate Behaviors
4. Proactively Correcting Behavioral Errors

<u>MJHS Students are expected to:</u>

1. *Be Here, Be Ready*
2. *Be Respectful*
3. *Be Safe*

Students must familiarize themselves with the Positive Behavior System listed in the matrix below. This matrix outlines the desired behavioral expectations of student conduct in designated areas of the building.

Cub Pride Program-(Matrix)

POSITIVE BEHAVIOR SYSTEM-(Matrix) Continued…

	Computer Labs and Technology	Office Area	Before School	After School	Transportation and Field Trips	Assemblies	After School Events
Be Here- Be Ready	• Listen and follow directions • Bring Supplies • Have your iPad charged at the start of each day to a minimum of 90% • Carry your device appropriately • Store your device in safe locations throughout the day	• Bring hall pass • Go directly to the office when permitted • Preferred times to visit the office are (if applicable) before/after school or during lunch • If you don't need assistance, come alone	• Be on time – in class by 8:00 AM • Have materials ready at the start of the day	• Move directly out of the building or report to the assigned area • Take materials needed • Transportation arrangements are made before the end of school	• Be ready to listen and participate • Have all necessary materials • Have permission slips signed and turned in before the deadline for the trip	• Sit in the area that you are instructed to and quietly await the beginning of the assembly	• Arrive to the activity at the designated time • Use appropriate entrance into the building • Bring money or other needed items to gain admittance • Go directly to the appropriate area in the building for each activity
Be Respectful	• Follow the acceptable use policy found in the student handbook • Bring only necessary items • Use computers with permission only • Don't record/take pictures with your device if not for an approved school project	• Noise level needs to be at a minimum • Return directly to class with a hall pass • Ask permission to use the phone	• Use peaceful appropriate language • Listen and follow directions of all staff • Keep the area clean, patiently wait • Prepare for your day • Don't linger in the halls and do not venture into the other grade	• Use peaceful and appropriate language • Follow directions from all staff • Stay in the assigned area until released for bus riders • Walkers/Car riders, be observant of vehicles	• Respect and follow classroom and bus rules • Follow directions • Use peaceful and appropriate language	• Face the activity • Be silent when the speaker addresses the audience • Applaud the activity upon completing or during positive recognition • Encourage appropriate participation	• Arrive dressed appropriately for the activity • Assist guests • Leave and return to activity during breaks or with permission • Stay in the designated area • Participate in a positive manner • Let others do their best, arrange for rides at designated times • Clean up your trash
Be Safe	• Respect others' space • Ask for help when you need it • Report all technical difficulties to the teacher • Turn off when finished	• Keep all hands feet and objects to yourself • Keep chair with all four legs on the floor at all times	• Keep all hands feet and objects to yourself • Sit in assigned seating/area • Clean up eating area	• Keep all hands feet and objects to yourself • Take all safety precautions leaving the building and traveling home	• Keep all hands feet and objects to yourself • Stay seated at all times unless directed differently • Keep aisles clear • Enter and exit in an orderly fashion • Be responsible, and use appropriate tone and voice level	• Keep all hands, feet, and objects to yourself • Use the steps when entering or exiting the bleachers • Remain in the designated area	• Keep all hands, feet, and objects to yourself • Use the steps when entering or exiting the bleachers and remain in the designated area

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Reward possibilities:

Immediate Rewards (Daily/Weekly)

- Verbal praise and recognition from teachers and staff
- Teacher "Money"
- Wall of Fame
- Homework Pass or extra credit pass
- Seating choice for a day
- Listen to music during independent time
- Small treats (Candy/snack)
- School Supplies (Pens, pencils, erasers, etc.)
- Bookmarks
- Positive note to student, home, or locker
- Shout-out on the school intercom
- Lunch with a favorite teacher, or staff member

Medium Reward (Monthly)

- Extended lunchtime
- Principal for the day experience
- First in line for lunch with table, or dismissal
- Video Game hour during flex
- Pajama Day/Themed Dress-up Day
- Game Day with board games, or sports in the gym
- Bookstore or local gift card
- Voucher for school store

Long-term Reward (Quarterly)

- Quarterly Reward Trip
- Outdoor adventure (games/picnic in the quad)
- School Merchandise (T-Shirt, Hoodies, Hats, Etc.)
- Personalized School Supplies
- VIP Seating at school event
- Lunch with Principal or local celebrity
- Participation in a special school project

Group/Class Rewards

Class Privilege

- Class Party (Pizza, Ice Cream, Etc.)
- Extra Gym or Art Class

Group Activities

- Class Trip to local attraction
- Movie afternoon with popcorn
- Outdoor Games or sports tournament

MARSHALL SCHOOL DISTRICT MISSION STATEMENT AND CORE VALUES

2.01 DISTRICT MISSION

The mission of Marshall Schools is to help students develop an appropriate plan for post-secondary success. Provide students with essential curricular experiences that prepare them for college and/or the workforce, and help students develop 21st Century life skills, become lifelong learners, and understand the value of good character and service.

2.02 DISTRICT CORE VALUES

As a school district, we believe….
1. that students come first.
2. in a safe environment conducive to learning.
3. in broad curricular and extracurricular opportunities.
4. in cutting-edge technology as a resource to students and staff.
5. fostering excellence in our staff through a collaborative environment of ongoing improvement.
6. in fostering excellence in our students by working to provide the support and opportunities needed to help each reach their full potential knowing that all students can learn, but have different abilities, interests, and rates at which they learn.
7. in being fiscally responsible.
8. in leveraging our resources to have the largest impact possible on student learning.
9. in keeping the many things, we do and responsibilities we have in the proper balance.

XII. STUDENT USE OF DISTRICT PROPERTY

12.01 COMPUTERS

Students who are found to be misusing computer equipment by hacking into programs or systems that are unauthorized or otherwise tampering with disks, flash drives, and/or stored information, may lose their privilege to utilize computers at school, may be removed from any computer classes in which they are enrolled, and face additional disciplinary action outlined in the Marshall JHS Student Handbook. (Refer to ***12.05 Marshall C-2 Internet Acceptable Use Policy*** for more information.)

12.02 iPad DEVICES

Marshall Junior High School is a fully functioning One-to-One school. This means that each student at the junior high school is issued his or her own iPad to utilize throughout the day as a learning tool in connection with class instruction. Below you will find our student expectations for the handling, carrying, and use of these devices.

12.02a HANDLING OF DEVICE

1. Use a gentle touch, never bang or slam the device on the desk, floor, etc.
2. Use only your finger or an approved stylus to operate the touch screen.
3. Students should always use their own assigned iPad.
4. Before school starts, get your iPad from your flex teacher's cart and put it in assigned carrying bag. (Band/Chorus students' iPads will be in their 7th period classroom.)
5. When returning your iPad to the cart, be sure to place it in the designated slot.

12.02b TRANSPORT OF DEVICE (iPad Bags)

1. Each student has been provided a neoprene bag with their name on it. Students are to **only use school issued bags**.
2. Students cannot share each other's bags. Use only the bag with their name on it.
3. In transport, bags will be worn over the shoulder, cross the body.
4. The iPad is the only item to EVER be in the inside pocket and it must be zipped.
5. The only items that are allowed in the outside pockets are earbuds and student planner. NO books. NO papers.
6. iPad bags will be stored in the students' flex hour class (7th hour class for band/chorus students) in a desired location designated by the teacher.

12.02c PROPER USE OF THE DEVICE

1. Use only apps, programs, and websites that the teacher has instructed you to use.
2. Always make responsible and smart learning choices using the technology.
3. Students should never use the iPad to access personal (non-school issued) email or iTunes accounts.
4. All language, pictures, and searches must be school-appropriate.
5. LOCK SCREENS will be set with student's name and flex hour teacher's name and the home screen set to a pre-installed background.
6. You are responsible to plug in your iPad during Flex when the battery is 40% or less.
7. Tap "Install Tonight" when updates are needed, and be sure to plug your iPad in to update.

12.02d CARE OF DEVICE

1. Only use clean hands when using electronic devices, only use an approved cleaning cloth on the screen, and keep electronics away from liquids.
2. Never stack anything on top of the device.
3. Be careful to never make marks on either side of the device with a pen or pencil.
4. iPads must be stored in a LOCKED locker during lunch or PE. Hang the bag on a hook or on the top shelf, where it will not be damaged.

5. Never place your iPad on the floor. Make sure your iPad is in a safe place at all times; it is your responsibility to make sure it does not get damaged by yourself or another student.

12.02e TECHNOLOGY VIOLATIONS (T.V.s)

Students must meet the above expectations. Use of the iPad is a privilege that can be revoked at any time. Physical abuse or extreme misuse may result in the immediate loss of all technology privileges for the remainder of the year, as well as other consequences as provided in the student handbook or determined by the principal.
Failure to meet iPad use expectations will follow the below technology violation procedures.

1ST TECH VIOLATION	Verbal Warning
2ND TECH VIOLATION	Twenty-four (24) hour guided access
3RD TECH VIOLATION	One (1) week guided access
4TH TECH VIOLATION	After-school detention(s) and one (1) week of guided access
5TH TECH VIOLATION	Possible loss of iPad device along with other discipline if necessary

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.

12.03 LIBRARY

1. You will be admitted to the library for reference work by way of a permit issued by your teacher who has assigned this work. Present this slip to the study supervisor and you will be allowed to go the library.
2. Use of the library is a privilege and, in fact, a necessity in our school. Others must also use the library. Failure to maintain a studious attitude in the library may cause you to lose this privilege.
3. Library books may be checked out before school, during the noon period, and after school. Every book taken from the library must be checked out so we may have a record of its location.
4. Library books should be checked in by the "deadline" date so other students may have the use of them. Overdue books cause additional work and expense.
5. We encourage the use of the library and believe that these procedures will allow maximum use of its facilities.

12.04 LOCKER USE POLICY

1. Lockers that are made available for student use on the school premises are the property of Marshall Unit #C-2. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause or could cause an interference with school purposes, or educational function, or which are forbidden by state law or school rules.

2. The student's use of the locker does not diminish the school ownership or control of the locker. Marshall Unit #C-2 retains, the right to inspect the locker and its contents to insure the locker is being used for its intended purpose. Likewise, anything on school grounds may be inspected to insure its appropriateness if there is reason to be concerned. Students' personal property may be searched if school authorities have a reasonable suspicion that the safety or well-being of the student or other students may be endangered by any dangerous item or substance suspected of being in a student's possession.

3. Students are accountable for and will be held responsible for the contents of their lockers. Students are strongly encouraged to lock their lockers.

12.04a HALLWAY LOCKERS

Hallway lockers have been assigned to each student. These are for storage of books, school materials, clothing, etc. Locks for hallway lockers are optional. Students are responsible for providing their own lock for their hall locker. **It is strongly encouraged for all students to have a lock on their locker and locked for the protection of money, lunches, or any other valuables wanting to be stored in the locker.** Extra keys and combinations must be filed in the office for reference if a student should forget their key or lock combination. Please do not write or place stickers on the inside or outside of the lockers.

12.04b P.E. LOCKERS

Each student will also be assigned a PE locker AND issued a school PE lock to use. The PE lock must stay with the student's PE locker. Physical education teachers will monitor and enforce that PE locks are locked for the safety and well-being of each student and their valuables.

12.05 MARSHALL COMMUNITY SCHOOLS INTERNET 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.

12.05a 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.

12.05b 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.**

- *Violation of law:* 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 Marshall District #C-2 computers is prohibited.

12.05c 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.

12.05d 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, nondelivered, 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.

12.05e ACKNOWLEDGEMENTS

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Wes Morgan, morgan@engr.uky.edu, University of Kentucky Engineering Computing Center.
Arlene H. Rinaldi, RINALDI@ACC.FAU.EDU, Florida Atlantic University Network Computing Policy and The Net User Guidelines and Netiquette.
Keith Mann, keigh mann@aol.com, Township High School District #214.

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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.

12.05d 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, missed 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.

XIII. STUDENT AND SCHOOL RECORDS

13.01 MAINTENANCE OF SCHOOL RECORDS

The district maintains two (2) types of school records for each student: 1) a permanent record and 2) a temporary record.
The permanent record shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record
- Accident and health records
- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)
- Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The permanent record may include:

- Honors and awards received
- School-sponsored activities and athletics

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

All information not required to be kept in the student permanent record is kept in the student temporary record and must include:

- A record of release of temporary record information in accordance with 105 ILCS 10/(c)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit
- Completed home language survey

The temporary record may include:

- Family background information
- Intelligence test scores, group and individual
- Aptitude test scores
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- Elementary and secondary achievement level test results
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards received
- Teacher anecdotal records
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals
- Verified reports or information from non-educational persons, agencies, or organizations
- Verified information of clear relevance to the student's education.

The district will maintain the student's temporary record for five (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 five (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).

The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

13.02 STUDENT WITHDRAWAL TO ANOTHER SCHOOL

Students who are withdrawing from school should report to the office for the proper forms. The withdrawal/transfer forms will be filled out by a parent/guardian, school principal, and any associating teachers. These forms are for the student's entrance in a new school. The State of Illinois Transfer Form must accompany students. All school books must be returned and all fees should be paid before the transfer is completed.

*Student transfers into Marshall School District #C-2 must have served any accumulated suspension/expulsion before being admitted.

13.03 PARENT RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (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 forty-five (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. Sex 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.

13.04 CHILDREN'S PRIVACY PROTECTION AND PARENTAL EMPOWERMENT ACT

(a) For the purpose of this Act, the consent of a parent to the sale or purchase of information concerning a child is required.
(b) This Act does not apply to any of the following:
(1) Any federal, state, or local government agency or any law enforcement agency.
(2) The National Center for Missing Exploited Children.
(3) Any Educational institution.

XIV. HEALTH SERVICES

14.01 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, Board Policy 6:50 may be found in the Board Policy Manual found on the district website.

14.02 ADMINISTRATION OF MEDICATION TO STUDENTS

Medication required by a student shall generally not be administered at school by a District employee. This policy includes even common and widely used preparations such as aspirin, Tylenol (acetaminophen), Motrin (ibuprofen), allergy, or any over-the-counter medications.
**** In all cases, the school retains the discretion to reject a request for administering medicine.**

For 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, dosage of the medication, and the time and route of administration. The name of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the containers. For short-term prescribed medication such as antibiotics, the original prescription bottle label may stand for the doctor's note, yet it should also be accompanied by a parent signed request permitting administration of medicine that includes time last take and the time needed for next dose.
4. 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 indicate 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. Medication shall be administered by the nurse, principal, or designee.

14.02a OVER THE COUNTER MEDICATION

In compliance with the State of Illinois guidelines, a student that needs to take an over-the-counter medication at school will either need to have a note from the doctor on file in the main office or a parent must have to be contacted and the parent may bring in the medication and administer it to his/her child.

- **Administration of Medication Form**
  This form is available at all school district offices and is available on the school district website, https://www.marshallk12.net/ . This form is required to be completed for all prescription and over-the-counter medication that a student needs administered. The form must be completed and signed by the prescribing doctor. A doctor's office may provide their own form for medicine administration which is acceptable with the prescribing doctor's signature. The form must then be returned and will be placed on file. The parent is then responsible for sending in the medication in the original bottle, labeled with the student's name, grade, and any other pertinent information.

14.02b STORAGE OF MEDICINE

All medications, over-the-counter and prescribed, must to be checked into the office upon arrival and will be stored in the office under lock and key until administration. Medication is not permitted in student lockers or possession. Failure to comply will result in disciplinary action in accordance with the school discipline policy.

14.03 DISEASE POLICY

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 students' 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) for 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:

- the student lacks control of bodily secretions;
- the student has open sores that cannot be covered;
- the student demonstrates behavior (e.g. biting) which could result in direct inoculation of potentially infected body fluids in to 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 as 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 disagree with the student's alternative educational placement or program, they shall be offered the opportunity to an appeal to the School Board within ten (10) day so 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; or
2. Impeding or obstructing the child's right of ingress to, egress from, or freedom of movement at school facilities or activities; or
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 educational intimidation

as long as the Team acts within its professional duties and in accordance with applicable law.

14.04 IMMUNIZATION REQUIREMENTS

Every student shall, at or about the same time as he 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 school for the first time shall provide the superintendent or his designee with proof of immunization from disease prior to the first full day of school.

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.

The Superintendent is authorized to prohibit a student from attending school until requirements for such inoculations have been met or a statement objecting to such inoculations has been submitted.

14.05 NUT-FREE SCHOOL

In order to provide a safe and healthy environment for all students, NO PEANUTS, TREE NUTS, or products containing peanuts and/or tree nuts will be served on the school grounds and school buses. This includes, but is not limited to, the school lunch program, class snacks, and any occasion where food will be served to or shared by students. Furthermore, due to the increasing number of food allergies experienced by children, homemade treats will not be served at class parties and events. ALL foods and treats served must have an ingredient label. Any foods not in compliance will be returned home or disposed of. There will be no exceptions to this policy. Any questionable treats will be referred to the school health professional or principal. This policy does not include lunches brought from home.

14.06 ASBESTOS MANAGEMENT PLAN

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.

14.07 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 Schools Unit Office at 503 Pine Street, Marshall, Illinois 62441.

XV. STUDENT SERVICES AND GUIDANCE

15.01 COUNSELING SERVICES

Marshall Junior High School has a school counselor and social worker available to work with students in several areas. Personal, academic, career, and social counseling will be the main areas to be addressed. Students, teachers, or parents may make a referral by contacting the office or the school counselor. Confidentiality is very important in personal situations. However, in the event there is information given that anyone is in danger of harm, that information must be shared with the proper people.

15.02 MANDATED REPORTERS

In accordance to Illinois State Law (Public Act 84-1079), all school personnel are mandated reporters, which means they are required to report suspected cases of child abuse or neglect directly to the Department of Children and Family Services (DCFS). Mandated reporters and other persons should call the **Illinois Child Abuse Hotline, 1-800-252-2873** when they have reasonable cause to suspect that a child/student has been abused or neglected. The Hotline worker will determine if the information given by the report meets the legal requirements to initiate an investigation.

State of Illinois Tip Line for potential violence report: 1-800-477-0024.

XVI. EDUCATIONAL OPPORTUNITIES

16.01 STATEMENT OF NON-DISCRIMINATION

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of

School Facilities. Any student may file a grievance by using Board policy 2:260, Uniform Grievance Procedure.

The Superintendent at 503 Pine Street, Marshall, Illinois, telephone: 217-826-5912, is the Coordinator of Nondiscrimination for the School District and the principal of South Elementary School at 805 South Sixth Street, Marshall, Illinois, telephone: 217-826-5041, is the Grievance Officer.

16.02 SELECTION OF ENRICHMENT STUDENTS

The State of Illinois recognizes five (5) percent of the population of each school district as gifted and talented students. The selection plan used by Marshall Community Unit Schools is designed as a broad-based process in an effort to include students who are motivated, creative and with innate ability.

16.03 SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Kevin Ross, 217-826-5912

16.03a SEXUAL HARASSMENT POLICY

Student Sexual Harassment of Students - Findings and Intent

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. Student will be recommended to be placed in an alternative educational setting or for expulsion.

It is the policy of the Board of Education to provide for its students 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.

- **Definition of Sexual Harassment**
  "Sexual harassment" committed by a student against another student is defined for purposes of this policy as: Any unwelcome sexual advances or requests for sexual favors made by one student to another student, or any conduct of a sexual nature exhibited by a student toward another student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment. See Board Policy 720.20

- **Grievance Procedure**
  1. Any student who is the victim of sexual harassment may directly inform the person engaging in sexual harassment that such harassment is unwelcome and must stop. Any student who is so informed to stop engaging in sexual harassment shall do so immediately. The Board recognizes, however, that power and status disparities between he alleged harasser and victim may make such a confrontation impossible.

  2. Students shall report any sexual harassment to the Building Principal, Superintendent, Coordinator for Nondiscrimination or Counselor.

  3. The grades, attendance or assignment requirements or other conditions of school participation of any student who complains of sexual harassment shall not be affected by so complaining.

  4. The Superintendent or his or her designee shall promptly and thoroughly investigate all claims of sexual harassment, and as part of such investigation, shall conduct interviews of all persons involved. A student who fails to cooperative fully in an investigation or supplies false information may be subject to discipline. Upon the conclusion of the investigation, the investigator shall reduce his or her findings and determinations to writing and provide a copy thereof to the student who has complained of sexual harassment

16.04 RIGHTS OF HOMELESS

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.

REQUEST FOR SPECIAL EDUCATION SERVICES
Contact, Special Education Director Katie Bridgewater, kbridgewater@marshallk12.net, or by calling the Unit Office, 217-826-5912

XVII. 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.

XVIII. 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) fire 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.

Marshall CUSD C-2 2026-27 CALENDAR

Board Approved March 12, 2026



10/10
8/5 In-Person Registration
8/17 Teacher Institute – No School
8/18 11:30 Dismissal for School Improvement - 1st Day w/ Students



18/36/118

2/3 2:00 Dismissal for School Improvement
2/11 2:00 Dismissal – PT Conf.
2/12 No School –PT Conf.
2/15 No School – Presidents' Day



21/31

9/7 No School
9/16 11:30 Dismissal for School Improvement



20/56/138

3/10 11:30 Dismissal for School Improvement
3/12 End 3rd Quarter (46)
3/24 2:00 Dismissal For Holiday
3/25-3/26,3/29 No School



19/50

10/9 Teacher Institute
10/12 No School – Columbus Day
10/16 End 1st Quarter (41)
10/22 2:00 Dismissal – PT Conf.
10/23 No School – PT Conf.



22/78/160

4/21 2:00 Dismissal For School Improvement



18/68

11/24 2:00 Dismissal For Holiday
11/25– 11/27 No School – Thanksgiving Break

Election Day November 3 may become a mandatory day off for schools, which will affect the last day of school



15/93/175 + 5 ED + 2 PT +3 TI

5/21 11:30 Dismissal for School Improvement / End Semester 2 – Last Day w/ Students (May move depending on Emergency Days Used)
5/24-5/28 Emergency Days



14/82

12/18 11:30 Dismissal For School Improvement / End 1st Semester
12/21-12/25,12/28-12/31 No School – Christmas Break

1st Quarter – 41 Days
2nd Quarter – 41 Days
1st Semester – 82 Days
3rd Quarter – 46 Days
4th Quarter – 47 Days
2nd Semester – 93 Days

Key

Teacher Institute – No Student Attendance
No School
Regular Day
2:00 Dismissal
11:30 Dismissal
Emergency Day (Latest Date for Last Day w/ Students is May 28)
Election Day November 3 may become a mandatory day off for schools, which will affect the last day of school



18/18/100

1/1 No School
1/4 Teacher Institute
1/18 No School – MLK Day