



**MORRISON COMMUNITY UNIT SCHOOL DISTRICT #6  
REGULAR BOARD OF EDUCATION MEETING  
MORRISON HIGH SCHOOL MEDIA CENTER**

**June 21, 2021**

**6:00 PM (closed session)**

**6:30 PM (open session)**

- I. CALL TO ORDER AND ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. CLOSED SESSION
  - A. FOR MATTERS RELATING TO A SPECIFIC EMPLOYEE
  - B. FOR MATTER RELATING TO THE APPOINTMENT TO FILL A BOARD VACANCY
- IV. APPROVAL OF AGENDA-ACTION ITEM
  - A. ***The motion is that the Board of Education approves the agenda as presented.***
- V. APPROVAL OF PREVIOUS MINUTES-ACTION ITEM
  - A. ***The motion is that the Board of Education approves the minutes of the regular Board of Education meeting from May 17, 2021.***
- VI. CONSENT AGENDA
  - A. DISTRICT BILLS AS OF June 21, 2021
  - B. BUILDING ACTIVITY REPORTS
  - C. NON-CERTIFIED PERSONNEL RECOMMENDATIONS
    1. Hire: Assistant Facility Director
    2. Resignations: Betty McDonnell-Recess Aide Southside Elementary
- VII. COMMUNICATION/PUBLIC COMMENTS
- VIII. GOOD NEWS FROM AROUND THE DISTRICT
- IX. REPORTS
  - A. FINANCE/FACILITY
  - B. TECHNOLOGY
- X. OLD BUSINESS
  - A. 2021-2022 MHS HANDBOOK-ACTION ITEM
    1. ***The motion is that the Board of Education approves the 2021-2022 MHS handbook as presented.***
  - B. AMENDED DISTRICT FY'21 BUDGET-ACTION ITEM
    1. ***The motion is that the Board of Education approves the FY'21 amended budget as presented.***
  - C. CROSS COUNTRY COOP AGREEMENT-DISCUSSION ITEM
- XI. NEW BUSINESS
  - A. LIFETIME FOOTBALL PASS-ACTION ITEM
    1. ***The motion is that the Board of Education approves a lifetime pass to Morrison High School home football games for Betty McDonnell in recognition of 42 years of service to the students of the Morrison School District.***

- B. RELEASE OF USED LIBRARY FURNITURE-ACTION ITEM
1. *The motion is that the Board of Education approves the release of used library furniture as presented.*
- C. RELEASE OF USED LIBRARY/TEXTBOOKS-ACTION ITEM
1. *The motion is that the Board of Education approves the release of used library books from the Morrison Junior High library as presented.*
- D. PARKING LEASE-ACTION ITEM
1. *The motion is that the Board of Education approves lease of property with the City of Morrison for additional parking at Northside Elementary as presented.*
- E. RELEASE OF USED PLAYGROUND EQUIPMENT-ACTION ITEM
1. *The motion is that the Board of Education approves the release of used playground equipment at Northside and Southside Elementary Schools.*
- F. RELEASE OF USED LUNCH TABLES-ACTION ITEM
1. *The motion is that the Board of Education approve the release of used lunch tables at Northside Elementary as presented.*
- G. VARSITY GOLF COACH-ACTION ITEM
1. *The motion is that the Board of Education approves the hiring of Tom Franks as the Head Varsity Golf coach at Morrison High School for the 2021 season.*
- H. VARSITY FOOTBALL COACH-ACTION ITEM
1. *The motion is that the Board of Education approves the hire of Steve Snider as the Head Varsity Football coach at Morrison High School for the 2021 season.*
- I. CERTIFIED STAFFING-ACTION ITEM
1. *The motion is that the Board of Education approves the hiring of Andrew Crause as a certified special education teacher at Morrison Junior High for the 2021-2022 school year at the Master's Degree Year 11 step.*
  2. *The motion is that the Board of Education approves the hiring of Heather Goeke as a certified elementary teacher at Southside Elementary school for the 2021-2022 school year at the Bachelor's Degree year 5 step.*
  3. *The motion is that the Board of Education approves the hiring of Megan Modglin as a certified elementary teacher at Southside Elementary for the 2021-2022 school year at the Bachelor's Degree Year 1 step.*
  4. *The motion is that the Board of Education approves the hiring of Amber Wright as a certified fourth grade teacher at Southside Elementary school for the 2021-2022 school year at the Master's Degree Year 8 step.*
  5. *The motion is that the Board of Education approves the resignation of Peyton Achs as a certified elementary teacher at Southside Elementary School effective June 1, 2021.*
  6. *The motion is that the Board of Education approves the resignation of Jesse Mason as a certified elementary teacher at Southside Elementary School effective June 1, 2021.*
  7. *The motion is that the Board of Education approves the resignation of Justin Stevenson as a certified Business Education Teacher at Morrison High School effective June 1, 2021.*
- J. RETIREMENT APPROVAL-ACTION ITEM
1. *The motion is that the Board of Education approve the retirement request of Connie Royer, including the contractual 6% salary increase, effective following the 2022-2023 school year.*

K. 2021-2022 ADMINISTRATIVE CONTRACTS-ACTION ITEM

1. *The motion is that the Board of Education approves the 2021-2022 contract with Cory Bielema, principal of Morrison High School as presented.*
2. *The motion is that the Board of Education approves the 2021-2022 contract with Joe Robbins, principal of Morrison Junior High School as presented.*
3. *The motion is that the Board of Education approves the 2021-2022 contract with Jeremy Keese, principal of Southside Elementary School as presented.*
4. *The motion is that the Board of Education approves the 2021-2022 contract with Andy Harridge, principal of Northside Elementary School as presented.*
5. *The motion is that the Board of Education approves the 2021-2022 contract with Duane Shaffer, Director of Technology as presented.*
6. *The motion is that the Board of Education approves the 2021-2022 contract with Kyla Hanson, Fiscal Director as presented.*
7. *The motion is that the Board of Education approves the 2021-2022 contract with Lynelle Criss, Food Service Director as presented.*
8. *The motion is that the Board of Education approves the 2021-2022 contract with Jon Huesinkveld, Facility Director as presented.*
9. *The motion is that the Board of Education approves the 2021-2022 contract with Steve Bechtel, System Administrator as presented.*

XII. ADJOURNMENT

RECORD OF MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION  
MORRISON COMMUNITY UNIT SCHOOL DISTRICT #6  
May 17, 2021

A regular meeting of the Board of Education of Morrison Community Unit School District #6, County of Whiteside, State of Illinois, was duly called and held at 6:02 PM via an in person (Morrison HS Library) and Zoom teleconference due to COVID-19 on May 17, 2021.

On roll call, the following were present: In person: Erin Luckey, Terri Wilkens, Dustin Damhoff, Lauri Helms, Brian Witt and Jim Ridley, Scott Vance (Superintendent), LuAnn Wieneke (Recording Secretary), Cory Bielema (HS Principal), Joe Robbins (JH Principal), Andy Harridge (NS Principal), Duane Shaffer (IT), Jan Scott (teacher), Dave Zuidema, Brianne Findley and Jerry Lindsey (thecity1.com). Joining remote: Jeremy Keese (SS Principal), Wendy Connelly (teacher), Tori Eads, Andrea Wolever, Connie Royer, Heather Bush, Tony Wright, Krista Baker, Amber Wright and Michelle.

6:03PM

**CLOSED SESSION**

Motion: Wilkens; Second: Helms;

To enter into closed session: for the purpose of discussing matters relating to a specific employee.  
for the purpose of discussing matters relating to the appointment to fill a Board vacancy..

Ayes – Six . Nay – None; Motion carried.

6:39 PM

**Adjourn Closed Session**

Motion: Luckey; Second: Wilkens;

To adjourn closed session and reconvene in open session in the Morrison HS Library and via Zoom conference.

On roll call voting Aye – Damhoff, Helms, Witt, Ridley, Luckey and Wilkens. Nay – None; Motion carried.

**APPROVAL OF AGENDA**

Superintendent Vance asked for changes to the agenda. The motion is to approve the Agenda as presented.

Motion: Ridley; Second: Wilkens

Ayes – Six. Nay – None; Motion carried.

**APPROVAL OF MINUTES**

Superintendent Vance called for any changes or corrections to the minutes of the last regular Board meeting held April 19, 2021.

Motion: Damhoff; Second: Luckey;

To approve the minutes of the last regular Board meeting held April 19, 2021.

Aye – Six Nay – None; Motion carried.

**CONSENT AGENDA**

Motion: Wilkens; Second: Damhoff;

To approve the consent Agenda including District bills for payment as of May 17, 2021.

To approve the consent Agenda including Building Activity Reports (April)

Resignations: none

On roll call voting Aye –Ridley, Luckey, Wilkens, Damhoff, Helms and Witt. Nay – None; Motion carried.



### **COMMUNICATIONS/PUBLIC COMMENTS**

Brianne Findley – voiced her concerns as to whether the students would be required to continue wearing masks at school in the fall and wondered if the students would be forced to get vaccinated. Mr. Vance said the Health Department is offering a vaccine clinic this Friday and any student getting the vaccine will be required to have parental consent. Mr. Damhoff commented that the school district would follow the recommendations of the CDC and ISBE.

### **Good News from Around the District**

- **NORTHSIDE ELEMENTARY-** Andy Harridge (Principal)
  - Parents have been contacted about their student going to Transitional First Grade. The responses have been very positive. Parents are very grateful that the district has decided to do this and think it is a great idea.
  - DIBELS and STAR are wrapping up with only a few students left to test, once they return to school.
  - There were many chicks that were hatched by some of our 1st and 2nd grade teachers. As always, the kids were very excited and enjoyed learning about hatching chicks.
  - Kindergarten students visited Happy Joe's and learned how the dough is made, how the pizzas are cooked, and ate ice cream to finish up the tour.
  
- **SOUTHSIDE ELEMENTARY-** Jeremy Keesee (Principal)
  - Southside completed all their IAR and ISA testing May 3-7 with make-ups May 10-14. Students were given Spy tickets throughout the testing process. These were then turned in to be drawn to win prizes. The drawings were announced on Friday, May 14th, in the morning before we entered school. Students also watch a Spy themed movie in their classrooms on May 14th.
  - The 4th grade held their Iditarod in the back of Southside this past Friday, May 14th. They were unable to hold it last year due to the shutdown of the pandemic.
  - The 3rd grade will be holding their Iditarod on Friday, May 21st in the afternoon.
  - May 24th will be Cubs/Cardinal's Day at Southside. This is in honor of Mrs. Dobbins and Ms. Paul's long lasting Cubs/Cards rivalry over the years. All students and staff will be encouraged to wear their team apparel or red or blue on that day. The teams play on May 23rd in a night game, so we will know the winner.
  
- **MORRISON JUNIOR HIGH-** Joe Robbins (Principal)
  - We have approximately 140 students signed up to attend our end of the year trip to Great America.
  - Our Track and Wrestling seasons have come to an end. All teams did great this Spring. The 7th Grade Boys Team won the 3A Bureau Valley Sectional to close out the season. There is no IESA State Track Meet this year.
  - 8th Grade Promotion will be held May 27th at 7:00PM at MHS. If we are able to have it outdoors we will.
  - The building celebrated Teacher Appreciation Week the first week of May. Faculty and Staff were treated to a leather agenda compliments of the district, bags of popcorn from Windsor Manner, and lunch from candlelight, afternoon massages, a Bluetooth speaker, and ice cream sundae bar from MJHS.

RECORD OF MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION  
MORRISON COMMUNITY UNIT SCHOOL DISTRICT #6  
May 17, 2021

- IA R assessments are completed. Most of our remote students were able to make it in for testing.
- 8th Grade students will be taking the Illinois Science Assessment (ISA) this week.
- 5th grade students will be coming to visit the junior high on Friday, May 21st. The boys and girls get to experience a small part of the day in the life of a junior high student.
- The Illinois Principal Association offered principals the opportunity to recognize employees that had gone above and beyond with Leadership awards. Mr. Robbins had two employees that received certificates: Danelle McNeece (JH custodian) – she has kept the building clean and disinfected multiple times a day with CoVID and to date the JH has not had any student contract CoVID from school. Jan Scott – she does everything possible to help students. She has taken students into her classroom during her prep periods to help them with classwork, even those that aren't her students this year.
- **MORRISON HIGH SCHOOL – Cory Bielema (Principal)**
  - MHS Key club & FFA students participated in the Lions Recycle Day on April 24<sup>th</sup>. Darlene Smith from the Morrison Lions Club mentioned how many of the people who came through that day commented on how nice it was to see the young people involved in the effort.
  - Key Club will also be donating \$140 to the Emmanuel Reformed Church Youth Missions from our award from the Mississippi Valley Regional Blood Center following our blood drive. This year it was held at Emmanuel due to CoVID. We will be hosting a summer blood drive at the church on July 22nd. We have two seniors who will be awarded the Gallon Grad Award this year at Honor's Night and will be wearing additional red cords for graduation. Anthony Fulton and Alexandria Bullard each earned this award.
  - Brandon Peppers will be awarded his FFA State Degree on June 1st. Brandon is the first MHS student to earn this distinction since the chapter was re-chartered.
  - Senior Celebration at Eagle Point Lodge in Clinton, IA and the BettPlex in Bettendorf, IA was a successful event. Forty-five students participated in the Saturday, April 24-Sunday, April 25 experience, which allowed students to participate in a socially-distanced, supervised school event in the era of COVID-19. I think students enjoyed the catered meal from Candlelight Inn, the trivia contest led by Adam Smith, and the music played by Michelle Mitchell while at Eagle Point Lodge. Unlimited video and carnival-style games, bowling, and laser tag was enjoyed at the BettPlex complex.
  - The National Honor Society Induction Ceremony was on Wednesday, May 5. Twenty-four students were inducted into Morrison's chapter of NHS, and 10 students continued their membership. If you would like to include the attached News item (from the District's Web site) as an item in the Board packet, I've attached it for reference.
  - The Student Council had a busy 4th quarter! Jar Wars, part of Crazy for a Cure, raised a total of \$1081.84. Mrs. Howard's class took first place with a total of \$297.17, and Mrs. Rickertsen's class was second with \$105.44. As a result, we will be sending checks, in the amount of \$600 each to St. Jude's and Home of Hope. The students take great pride in this event and did an outstanding job!
  - During the first week of May, Student Council went all out showering their teachers each day with something special to show their thanks for Teacher Appreciation Week. Monday all the HS teachers received a red mask, hand sewed by Kate Henson. They also received treats, hand written notes, thank you videos, and a laser etched red tumbler.
  - Currently, the students are planning a school wide picnic and fun day for May 26th that will include a large inflatable obstacle course, dunk tank, shaved ice truck, boys



volleyball tournament, girls powderpuff tournament, dodgeball, giant jenga and other outdoor activities. The Athletic Boosters will be grilling for us.

- As a final, “Yay! We made it” gesture, Student Council is making goodie bags for all students at the HS to be handed out the last full day of school.

## **Reports**

**Finance/Facility Report** — Finance reports are included in the packet. Jon Heusinkveld asked to hire three (3) summer helpers to assist at the buildings.

## **Enrollment**

The District enrollment numbers have increased by two students this past month, but we are still down 44+ from this time last year.

## **Technology Report –**

- SOPPA Update:
  - I continue to work on getting agreements with all companies we utilize that have access to our student data.
  - To date (05/14/2021) I have agreements with 21 companies.
  - Based on input from teachers, there are currently an additional 15 companies I am still working to get agreements with.
- E-RATE Update
  - At this time, all E-Rate funding for FY21 has been approved:
    - District Office:
      - Total cost: \$17180.94
      - Total funded: \$12026.66
      - Total out of pocket in year 1: \$5154.28
    - Annual District Internet Renewal
      - Total cost: \$28400
      - Total funded: \$19880
      - Total out of pocket cost: \$8520

## **DISCUSSION ITEMS**

### **COVID-19 UPDATE**

Mr. Vance stated that the District will continue with masks through the end of the school year. Governor Pritzger has lifted the mask mandate but has recommended wearing them for the remainder of the school year. The Health Department is hosting a vaccine clinic this Friday for any student (16 and up) needing the second vaccine and any students (12 and up) that would like the Pfizer vaccine. The second Pfizer vaccine is scheduled for June 11<sup>th</sup>.

### **SUMMER CUSTODIAL WORKERS**

Mr. Vance stated that the District normally hires college students to help with some of the maintenance work at the schools (cleaning/waxing floors, etc). They work 8 hours Monday through Thursday and 4 hours on Friday's until the first part of August. Jon Heusinkveld has requested hiring 3 this year.

**2021-2022 MHS HANDBOOK**

The Board received a copy of the handbook with the requested changes highlighted. Mr. Damhoff asked for clarification as to what the "Tardy Sweep" is and suggested putting a description in the handbook to explain that.

**AMENDED DISTRICT FY'21 BUDGET**

Mr. Vance explained the numbers in the Amended Fy'21 Budget and stated that the numbers looked a lot better than they did in the fall. The Budget is available to view at the District office.

**K-5 ART**

With the Elementary Art teacher leaving at the end of the school year there have not been any applicants that are qualified. A couple of the applicants are 6-9 months from getting certified. Mr. Vance asked the Board if they would prefer to suspend Art for the 1<sup>st</sup> semester and hopefully hire someone for the 2<sup>nd</sup> semester or fill the position with a long-term sub. The long term sub could be one of the applicants that are working towards their certification. The Board prefers hiring a long-term sub for the position rather than not having art for a semester.

**ACTION ITEMS**

**RELEASE OF USED AND OUTDATED LIBRARY MATERIALS**

Motion: Ridley; Second: Luckey

The motion is that the Board of Education approves release of the used and outdated library materials from Northside Library as presented.

Aye – Six. Nay – None; Motion carried

**2021-2022 R C SMITH CONTRACT**

Motion: Damhoff; Second: Wilkens;

The motion is that the Board of Education approves the contract with RC Smith to provide bus transportation for the district for the 2021-2022 school year.

On roll call voting Aye – Wilkens, Damhoff, Helms, Witt, Ridley and Luckey. Nay – None; Motion carried.

**RESIGNATION OF BOARD MEMBER**

Motion: Wilkens; Second: Helms;

The motion is that the Board of Education approves the resignation of Gus Linke, Jr. from the Morrison Community Unit School District #6 Board of Education effective May 17, 2021.

On roll call voting Aye – Damhoff, Helms, Witt, Ridley, Luckey and Wilkens. Nay – None; Motion carried.

**PURCHASE OF LINEWIZE SCHOOL MANAGER CONTENT FILTER**

Motion: Damhoff; Second: Helms;

The motion is that the Board of Education approves the purchase of a one year subscription of Linewize School Manager and warranty for \$4620.

On roll call voting Aye – Helms, Witt, Ridley, Luckey, Wilkens and Damhoff. Nay – None; Motion carried.



**RELEASE OF USED BASEBALL UNIFORMS**

Motion: Wilkens; Second: Damhoff;

The motion is that the Board of Education approves the release of outdated MHS baseball uniforms as presented.

On roll call voting Aye – Witt, Ridley, Luckey, Wilkens, Damhoff and Helms. Nay – None; Motion carried.

**APPROVAL OF COACHES FOR THE 2021-2022 SCHOOL YEAR**

Motion: Damhoff; Second: Wilkens;

The motion is that the Board of Education approves the following individuals as coaches at Morrison High School for the 2021-2022 school year:

Volleyball- Tom Drosopoulos-Head Coach

Kelly Holland-F/S Coach

Girls Swimming-Chelesa Brewer

Cross Country-Chad Brackemeyer

Boys Basketball- Jason Banks-Head Coach

Mark Ernst-F/S Coach

Girls Basketball- Kerry Grim-Head Coach

Todd Veltrop-F/S Coach

Wrestling- Tony Wright-Head Coach

Assistant-TBD

Softball- Korby Paul-Head Coach

Assistant-TBD

Track- Sammy Biggs-Head Coach Boys

Julia Deter-Head Coach Girls

Tim Duncan-Assistant Coach Boys/Girls

On roll call voting Aye – Ridley, Luckey, Wilkens, Damhoff, Helms and Witt. Nay – None; Motion carried.

Motion: Wilkens; Second: Luckey;

The motion is that the Board of Education approves the following individuals as coaches at Morrison High School for the 2021-2022 school year:

Baseball- Josh Robbins-Head Coach

Assistant-TBD

On roll call voting Aye – Luckey, Wilkens, Damhoff, Helms and Witt. Abstain: Ridley Nay – None; Motion carried

**CERTIFIED STAFFING**

Motion: Wilkens; Second: Ridley;

The motion is that the Board of Education approves the hiring of Kelly Holland as a certified school counselor at Morrison Junior High for the 2021-2022 school year at the Master's Degree Year 5 step.

On roll call voting Aye – Luckey, Wilkens, Damhoff, Helms, Witt and Ridley. Nay – None; Motion carried.

Motion: Damhoff; Second: Wilkens;

The motion is that the Board of Education approves the hiring of Sarah McCallister as a certified third grade teacher at Southside Elementary for the 2021-2022 school year at the Bachelor's Degree Year 3 step.

On roll call voting Aye – Wilkens, Damhoff, Helms, Witt, Ridley and Luckey. Nay – None; Motion carried.

RECORD OF MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION  
MORRISON COMMUNITY UNIT SCHOOL DISTRICT #6  
May 17, 2021

Motion: Helms; Second: Ridley;

The motion is that the Board of Education approves the hiring of Allison Ross as a certified ELA teacher at Morrison Junior High School for the 2020-2021 school year at the Bachelor's Degree Year 1 step.

On roll call voting Aye – Damhoff, Helms, Witt, Ridley, Luckey and Wilkens. Nay – None; Motion carried.

Motion: Damhoff; Second: Wilkens;

The motion is that the Board of Education approves the hiring of Amber Wright as a certified fourth grade teacher at Southside Elementary school for the 2021-2022 school year at the Master's Degree Year 8 step.

On roll call voting Aye – Helms, Witt, Ridley, Luckey, Wilkens and Damhoff. Nay – None; Motion carried.

Motion: Ridley; Second: Damhoff;

The motion is that the Board of Education approves the resignation of Ryan Oetting head varsity football coach at Morrison High School effective May 18, 2021.

On roll call voting Aye – Witt, Ridley, Luckey, Wilkens, Damhoff and Helms. Nay – None; Motion carried.

**OTHER BUSINESS**

.

**ADJOURN MEETING**

7:22 P.M.

Motion: Damhoff; Second: Wilkens;

The motion to adjourn the meeting.

On roll call voting Aye – Wilkens, Damhoff, Helms, Witt, Ridley and Luckey. Nay – None; Motion carried.

(President) \_\_\_\_\_

(Secretary) \_\_\_\_\_ Date Approved \_\_\_\_\_

## **Good News From Around the District**

### **Northside:**

- Mr. Chappell organized a very successful Field Day for students. The kids had a blast and it was a well-deserved fun day in light of what students endured this school year.
- Work will begin on the new parking spaces and playground soon.
- Cleaning is moving along very well.
- Summer School is ready to go. Currently, Northside has 36 students confirmed for an AM or PM session.

### **Southside:**

- Southside is happy to have an opportunity to host a summer session this year to help address learning lost over our shutdown and COVID year.
- We are also happy to have filled our staff positions for this upcoming year. We were sad to see those leave us, but we are really excited as to who we have coming aboard. It should make for an excellent year.

### **Morrison Junior High:**

- MJHS finished the school year with a cookout and free time. Mr. Rodriquex grilled hot dogs for students and staff for lunch.
- 8th Grade promotion went well. Cristy Dauphin a 1992 graduate of MJHS and 1996 graduate of MHS was the keynote speaker. She talked with the students about doing what makes you happy and persevering. Isaiah McDearmon and Camryn Veltrop were chosen for the American Legion Award. Madilyn Armitage and Austin Boonstra received the IPA Leadership award.
- Summer school is underway at MJHS. Summer school will run until July 1st as needed.
- Our ELA Department is busy prepping for the updated EL curriculum for next year. The previous version was the 2012 edition. The latest edition is 2019. The teachers will be using all new classroom novels with the students.
- MJHS held our annual awards ceremony. It did look a little different this year. We had it outside and only students were present. We were able to honor and recognize students for their academic and athletic achievements for the year.

### **Morrison High School:**

- At the Girls Track State meet, Jordan Gallentine placed 10<sup>th</sup> in the 100 meters, 19<sup>th</sup> in the 200, and 4<sup>th</sup> in the 400. In the process, she set a new MHS school record in the 400 with a time of 59.12 seconds.
- The Boys track team qualified the following members for their state track meet: Skyler Drolema in the High Jump & 4x400, Alex Anderson in the 100, 400, & 4x400. Justice Brainerd in the 400 & 4x400, and Brady Wolf in the 300 hurdles & 4x400.
- Kathleen Broome, currently residing in Charlotte, North Carolina, donated four Morrison High School yearbooks to add to our Media Center collection. The yearbooks date back to 1925, 1923, 1919, and 1911.





**HIGH SCHOOL**

**Student/Parent  
Handbook  
2021-2022**

Dear Students and Parents:

Welcome to Morrison High School! This handbook provides information about numerous aspects of student life which will inspire students to lead and prepare them to succeed.

We are proud to provide a variety of courses, which will produce intelligent, literate, and curious young adults. Our art, music, theater, and athletic programs provide many opportunities for students to develop talents and explore areas of interest that contribute to a comprehensive high school education. We understand that care and trust are fundamental to learning, personal growth, and quality relationships. By putting these qualities into practice, students and staff ensure that together we achieve success. Morrison High School has high expectations of its students. We firmly believe that high expectations and appropriate supports empower students to be responsible for their own behavior and learning.

Please feel free to contact us if you have any questions that are not answered in this handbook. Keep in mind this handbook is an overview of many commonly asked questions regarding procedures. However, it cannot contain explanations for every possible situation. Best wishes for a healthy and successful school year!

The MHS Student/Parent Handbook is organized into several areas including Student Services, Attendance, Student Rights and Responsibilities, Discipline, Grading, Student Records and Student Activities. Further information can be found in the MCUSD #6 Behavioral Code and the Extracurricular Activities Codes also found on the MCUSD website. [www.morrisonsschools.org](http://www.morrisonsschools.org).

Morrison High School continues to enjoy a rich tradition of excellence. Every student deserves to enjoy the high school years with passion, purpose and pride. Please contact me with any questions or concerns.

Respectfully,

Cory Bielema  
Principal

# MORRISON HIGH SCHOOL FACULTY AND STAFF

Mr. Cory Bielema	Principal
Ms. Jennifer Streets	School Counselor
Mrs. Karen Wiebenga	Nurse
Mrs. Krista Baker	Special Education
Mr. Brian Bartoz	Social Studies & Driver's Ed
Mrs. Sandra Bechtel	RTI Math
Ms. Stephanie Bergland	Vocal Music
Ms. Gabrielle Cultra	Agricultural Education
Ms. Julia Deter	Health/Physical Education
Mr. Gregg Dolan	Athletics Director/Science
Mr. Tom Drosopolous	Math
Mr. Tom Frank	Health/Physical Education
Ms. Kerry Grim	Science
Mrs. Laini Houzenga	Office Manager
Mrs. Jessica Howard	English
Mrs. Jordan Johnston	Math
Mrs. Tiffany Kao	Alternative Learning
Mrs. Melissa Landes	Foreign Language/Student Council
Mrs. Sally Lindsey	Guidance Secretary/Student Services
Mr. Ryan Oetting	Social Studies
Mr. Joplin Sell	Special Education
Ms. Annie Palmer	English
Mrs. Toni Prombo	Science
Mrs. Gwenn Rickertsen	English
Mr. Josh Robbins	Social Studies
Mrs. Connie Royer	Math
Mr. Duane Shaffer	Director of Technology
Mrs. Jennifer Stevenson	District Librarian
Mr. Justin Stevenson	Business
Mr. Tyler Sutton	Instrumental Music
Mr. Nathan Vandermyde	Math/PE
Mr. Tony Wright	Art
Mr. John Heusinkevld	Director of Facilities
Mr. Jeff Brands	Custodian
Mr. Kory Tedder	Custodian
Mr. Mark Ardapple	Custodian

## 1. GENERAL INFORMATION

### A. Chain of Command

### B. Bell Schedules



[D. Insurance](#)

[E. Work Permits](#)

[F. Community, Educational, Charitable, or Recreational Organizations](#)

[G. Withdrawal](#)

## **2 . ATTENDANCE**

[A. Reporting an Absence](#)

[B. Class Attendance Procedures](#)

[C. Closed Campus](#)

[D. Sign-in/Sign-out](#)

[E. Tardies](#)

[F. Medical Appointments](#)

[G. Pre-arranged Absences](#)

[H. Excused and Unexcused Absences](#)

[I. Homeroom Policies](#)

[J. Make-up Work](#)

## **3. SCHOOL SAFETY**

[A. Disaster Drills](#)

[B. Fire Drills](#)

[C. Search and Seizure](#)

[D. Students and Their Personal Effects](#)

[E. School Property](#)

[F. Seizure of Property](#)

[G. Visitor Permits](#)

[H. Volunteers](#)

## **4. STUDENT SERVICES**

[A. Counseling](#)

[B. Families in Crisis](#)

[C. Home-bound Instruction](#)

[D. Special Education](#)

[E. Library Services](#)

## **5. ACADEMICS**

[A. Academic Integrity](#)

[B. Plagiarism](#)

[C. Anti-biased Curriculum](#)

[D. Physical Education Exemptions](#)

[E. Class Repeats/Failures](#)

[F. Dropping a Class](#)

[G. Report Cards/Midterms](#)

[H. Determining Class](#)

[I. Incomplete Grades](#)

[J. Semester Test Policy](#)

[K. Driver's Education](#)

[L. Credit Recovery](#)

## **6. Graduation**

[A. Courses That Count Toward Graduation](#)

[B. Graduation Requirements](#)

## **7. Whiteside Area Career Center(WACC)**

[A. Requirements for Admission to WACC](#)

[B. Transportation to WACC](#)

## **8. School Policies**

[A. Cell Phones and Electronic Equipment](#)

[B. Internet Usage and Unacceptable Usage](#)

[C. Parking/Driving to School/Driver Education](#)

[D. Food, Candy, Gum, Beverages](#)

[E. Lockers](#)

[F. Bullying and Hazing](#)

[G. Sexual Harassment](#)

[I. Dress Code](#)

## **9. Behavior/Discipline Code**

[Removal from Class](#)

[Discipline Referral](#)

[Office Detentions](#)

[Saturday Detention](#)

## **10. Student Activities**

A. Dance Rules

B. Organizations

C. Pep Assemblies

D. Key Club

E. Student Council

F. FFA

G. National Honor Society

H. Weight room / Gym

## **11. HEALTH/MEDICAL WELLNESS**

A. Illness or Injury

B. Prescription Medication

C. Student Self-Administration of Medication

D. School Physicals

## **RESPONSIBILITIES AND RIGHTS**



# **Morrison Community School District #6**

## **Vision Statement:**

Empowering every student to positively impact an ever-changing world.

## **Morrison High School**

### **Mission Statement:**

Dedicated to fostering an effective learning environment by establishing positive behavioral supports and the culture needed for all students in our school to achieve social, emotional, behavioral, and academic success. Morrison High School will provide this through the development of clearly defined and consistent student expectations and accountabilities which reflect our core values of “P.R.I.D.E” - Poise, Respect, Integrity, Determination, and Excellence.

### **PRIDE definitions:**

**POISE:** Demonstrating Composure and self-control

**RESPECT:** Being considerate of self, others, and surroundings

**INTEGRITY:** Being honest and guided by a strong moral compass, even when no one is watching

**DETERMINATION:** Demonstrating grit and perseverance

**EXCELLENCE:** Maximizing potential and giving your best effort

## STUDENT EXPECTATIONS

Expectations	Areas							
	All Settings (broad definition)	Hallway / Common Areas (school events)	Cafeteria	Assembly	Parking Lot / Dismissal	Technology	Bus	Classrooms
<b>P</b> oise	<b><i>Demonstrating composure &amp; self-control</i></b> <ul style="list-style-type: none"> <li>Positive self-control</li> <li>Composure under stress or pressure</li> <li>Being humble</li> <li>Represent self, family, and <b>MHS</b> in positive way</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language &amp; volume</li> <li>Walk &amp; follow the flow</li> <li>Remove yourself from negative situations</li> </ul>	<ul style="list-style-type: none"> <li>ID ready for checkout</li> <li>Single line</li> <li>Use appropriate language &amp; volume</li> <li>Choose positive interactions</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language &amp; volume</li> <li>Manage technology according to situation</li> <li>Positive interactions with presenters</li> </ul>	<ul style="list-style-type: none"> <li>Get to school early to avoid delays</li> <li>Park in designated areas</li> <li>Follow traffic patterns</li> <li>Be patient</li> </ul>	<ul style="list-style-type: none"> <li>Use social media in a positive way (THINK)</li> <li>Be present with those around you</li> <li>Recognize when technology is the right tool for communication</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language &amp; volume</li> <li>Choose positive interactions</li> </ul>	<ul style="list-style-type: none"> <li>Act on responsibilities in a timely manner</li> <li>Use appropriate language &amp; volume</li> <li>Have a positive &amp; open mindset to learning</li> <li>Students are free of distractions &amp; actively participating in assigned activities</li> </ul>
<b>R</b> espect	<b><i>Being considerate of self, others, &amp; surroundings</i></b> <ul style="list-style-type: none"> <li>Follow staff directions</li> <li>Respectful conversations / language</li> <li>Respect other's personal space</li> </ul>	<ul style="list-style-type: none"> <li>Keep surroundings clean &amp; uncluttered</li> <li>Keep track of time</li> <li>Honor personal space</li> <li>Be aware of the needs of others</li> </ul>	<ul style="list-style-type: none"> <li>Be considerate of your peers, lunch staff, &amp; custodians</li> <li>If you see something-pick it up</li> <li>Use manners (i.e. "Please" &amp; "Thank you")</li> </ul>	<ul style="list-style-type: none"> <li>Arrive to events on time</li> <li>Be attentive &amp; engaged</li> </ul>	<ul style="list-style-type: none"> <li>Keep parking lot clean &amp; pick up noticeable litter</li> <li>Be kind</li> <li>Value your property &amp; that of others</li> </ul>	<ul style="list-style-type: none"> <li>Use devices only when instructed / allowed</li> <li>Be considerate of other users &amp; their devices</li> <li>Use only your own devices &amp; log ins</li> </ul>	<ul style="list-style-type: none"> <li>Follow the driver's directions</li> <li>Keep the bus clean</li> </ul>	<ul style="list-style-type: none"> <li>Arrive to class on time with needed materials</li> <li>Keep classrooms clean &amp; free of personal items</li> <li>Avoid horseplay</li> <li>Engage in positive interactions with your peers</li> </ul>
<b>I</b> ntegrity (inclusivity)	<b><i>Being honest and guided by a strong moral compass, even when no one is watching</i></b> <ul style="list-style-type: none"> <li>Assume responsibility for your actions</li> <li>Maintain privacy of self &amp; others</li> <li>Be truthful &amp; trustworthy</li> <li>Report problems to staff</li> <li>Honor differences</li> <li>Contribute to building safety</li> <li>Represent self, family, &amp; <b>MHS</b> in a positive way</li> </ul>	<ul style="list-style-type: none"> <li>Make eye-contact &amp; greet others</li> <li>Enter/exit through the correct doors</li> <li>Model good sportsmanship</li> <li>See something, say something</li> </ul>	<ul style="list-style-type: none"> <li>Invite others to join you/your table</li> <li>Report to &amp; remain in designated location for lunch</li> </ul>	<ul style="list-style-type: none"> <li>Give full attention to the presenter</li> <li>Technology used only when directed</li> <li>Attend with an open mind</li> </ul>	<ul style="list-style-type: none"> <li>Alternate lettering people out of the parking spaces</li> <li>See something, say something</li> </ul>	<ul style="list-style-type: none"> <li>Follow handbook rules</li> <li>Honor the privacy of others</li> <li>Represent yourself &amp; others positively</li> </ul>	<ul style="list-style-type: none"> <li>See something, say something</li> <li>Invite others to sit with you</li> <li>Represent <b>MHS</b> in a positive manner</li> </ul>	<ul style="list-style-type: none"> <li>Consider other's views &amp; perspectives</li> <li>Do your own work, &amp; give credit when due</li> <li>Contribute meaningfully to group work</li> <li>Be supportive of others</li> <li>Use bathroom at the appropriate times &amp; nearest location</li> </ul>
<b>D</b> etermination	<b><i>Demonstrating grit &amp; perseverance</i></b> <ul style="list-style-type: none"> <li>Manage time &amp; resources effectively</li> <li>See things through to the end</li> <li>Seek help when needed</li> <li>Find a way, not an excuse</li> <li>Be solution focused</li> </ul>	<ul style="list-style-type: none"> <li>Walking at appropriate pace</li> <li>Go directly to you assigned destination(s)</li> </ul>	<ul style="list-style-type: none"> <li>Fuel the body to be successful</li> </ul>	<ul style="list-style-type: none"> <li>Enter &amp; exit in an orderly fashion</li> <li>Stay focused on the message for the duration of the event</li> </ul>	<ul style="list-style-type: none"> <li>Keep track of your belongings &amp; keep your doors locked</li> <li>Give yourself enough time to travel</li> </ul>	<ul style="list-style-type: none"> <li>Keep track of all accessories</li> <li>Practice digital security</li> <li>Use your device(s) as educational tool</li> </ul>	<ul style="list-style-type: none"> <li>Commit to promoting a positive environment</li> </ul>	<ul style="list-style-type: none"> <li>Manage time effectively to limit stress</li> <li>Attend class consistently</li> <li>Commit to learning the material</li> <li>Set goals &amp; see them through</li> <li>Commit to graduate</li> </ul>
<b>E</b> xcellence (giving your best effort)	<b><i>Maximizing potential and giving your best effort</i></b> <ul style="list-style-type: none"> <li>Challenge yourself to grow</li> <li>Never settle for less than your best</li> <li>See each day as a new opportunity</li> </ul>							

## 1. GENERAL INFORMATION

### A. Chain of Command

We want to resolve any issues at the first possible level of contact. If there is a concern or question regarding your child's performance, grade, homework, etc., please contact the school in this order.

***"EMPOWERING EVERY STUDENT TO POSITIVELY IMPACT AN EVER CHANGING WORLD"***

1. The teacher involved
2. If it is not resolved to your satisfaction, next contact is the building principal.
3. If speaking to the principal does not solve the issue, the next step is the superintendent.
4. If it is necessary to take your concerns to the School Board, the superintendent will provide contact information for you to do so.

## **B. Bell Schedules**

### **Daily Schedule**

Early Bird	7:10-7:57	WACC Students will leave at 7:25
1st Period	8:10-8:57	
2nd Period	9:01-9:48	
3rd Period	9:52-10:39	
4th Period	10:43-11:32	
5A Period	12:06-12:53	A Lunch 11:32-12:02
5B Period	11:36-12:23	B Lunch 12:23-12:53
6th Period	12:57-1:44	
7th Period	1:48-2:35	
Homeroom	2:39-3:05	

### **Two Hour Late Start Schedule**

Early Bird	9:30 -10:05	WACC Students will not attend on these days
1st Period	10:10 -10:44	
2nd Period	10:48 -11:23	
5A Period	11:57 -12:32	A Lunch 11:23 - 11:53
5B Period	11:27 -12:02	B Lunch 12:02-12:32
3rd Period	12:36 -1:11	
4th Period	1:15 -1:50	
6th Period	1:54 -2:29	
7th Period	2:33 -3:05	

### **Early Release (1:05)\*\***

Early Bird	7:32-8:06	
1st Period	8:10-8:45	
2nd Period	8:49 -9:23	WACC Students leave 7:25 and return at 10:30
3rd Period	9:27 -10:01	
4th Period	10:05 -10:39	
6th Period	10:43 -11:17	
5A Period	11:51 -12:25	A Lunch 11:17 -11:47
5B Period	11:21 -11:55	B Lunch 11:55 -12:25
7th Period	12:29 -1:05	

**Early Release (11:30)\*\***

Does not apply 1st day of school, with assembly

Early Bird 7:41-8:06

1st Period 8:10-8:35

WACC students leave at 7:25 and return at 10:30

2nd Period 8:39-9:04

3rd Period 9:08- 9:33

4th Period 9:37-10:02

5th Period 10:06-10:31

6th Period 10:35-11:00

7th Period 11:04-11:30

**\*\*Note:** Juniors and Seniors who take an early bird class may leave school after their last class, providing the student is scheduled for at least six classes. **Those students are to be out of the building by the beginning of the next hour.** Any problems, either academic or disciplinary, will result in the loss of the privilege for the individual student.

**C. Change of Address/Phone Number**

Students whose phone numbers or addresses have changed must notify the main office immediately. This allows the school to contact parents promptly.

**D. Insurance**

Student insurance is available as an option for parents to consider to purchase. Complete details on all plans available are in brochures, which may be obtained at registration and at each district school office. Parents choosing to purchase insurance through the school should complete the form in the brochure and mail it directly to the company.

**E. Work Permits**

Legal requirements for securing a work permit for students under the age of 16 are very strict. Forms may be secured from the high school office. Students will need a copy of their birth certificate, current physical, social security card, and a statement from the employer stating the type of work and hours of employment for issuance of the work permit.

**F. Community, Educational, Charitable, or Recreational Organizations**

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. This may include displaying posters in areas reserved for community posters, having fliers distributed to students, or being included in the school's website where appropriate. All material and literature must be student-oriented and have the sponsoring organization's name prominently displayed.

**G. Withdrawal**

Students transferring or withdrawing from Morrison High School are required to complete a withdrawal form signed by the students parent(s)/guardian, principal or his/her designee, and the student(s) teachers. All fines and textbooks must be paid/returned before the student(s) records will be released.

## **2. ATTENDANCE**

Common sense, as well as research, tells us that regular daily attendance is essential for student success. We believe absenteeism, tardiness, and trancies can only have a negative impact on the student's overall classroom experience, and therefore, on his/her classroom grade. In addition, each student's attendance not only impacts his/her individual performance, but also the educational experience of every student in the classroom. While it is true that some students may be able to pass tests and even get good grades despite excessive absences, this is only one measurement of what is learned at school. We believe that daily attendance, timeliness to class, and participation will foster the probability of successful performance and development of self-discipline and responsibility. These are qualities that will continue to be important to the student throughout their life.

Students are required by Illinois State law to attend each day the school is in session. Parents and students are responsible for ensuring compliance with the State's compulsory school attendance requirements. The Board of Education's attendance policy states that students shall attend class on a regular basis and be on time for class. Student attendance is NOT optional; it is a requirement of every class.

We recognize that there may be times when due to circumstances a student must be absent. While we strongly promote attendance, this policy is not meant to encourage students to come to school sick. Teachers are always willing to assist students who must miss school for a legitimate reason.

The following procedures are used to assist parents and students concerning attendance to ensure student achievement in the classroom.

### **A. Reporting an Absence**

When a student must be absent, the parent/guardian is required to call the high school office (815)772-4071 in the morning, on the day of the absence. Voicemail is available to take calls before office hours. Please provide the student's name, date of absence, and reason. **Failure to call within 24 hours will result in an unexcused absence.**

### **B. Class Attendance Procedures**

1. If a student is late to class the student is tardy. Students arriving late to school prior to 8:35 am (on regular attendance days) will be considered tardy or late. Student arriving after 8:35 am (on regular attendance days) will be considered absent for their first class.
2. A signed pass by a teacher, administrator, counselor or office personnel will allow the student to enter class without absences or tardies being recorded.
3. Excessive absences or tardies during any class, including homeroom, will result in disciplinary action.

### **C. Closed Campus**

Morrison High School is a closed campus. Students are not allowed to leave school grounds during school hours except by permission from the principal or his/her designee, including lunch hours. Students are not allowed to sit in cars in the parking lot during the school day. Leaving campus without permission may result in disciplinary action.

### **D. Sign-in/Sign-out**

If a student must leave school for any reason, he/she must secure permission from the office and his/her parents. The student must also sign out and upon returning to school, sign in. The sign-out sheet is located in the main office.



## E. Tardies

It is the expectation of the school that instruction begins promptly after the bell rings. Arriving late to class is disruptive to the instructional process, students are expected to be in class on time. Tardiness occurs when a student enters the classroom after the bell has rung. The teacher will record an unexcused absence for any student who arrives more than ten (10) minutes late to class. Make up work due to tardiness will be granted at the discretion of the teacher.

- **Tardies to Classes:** If a student is not in the assigned classroom when the bell rings, he/she will be considered tardy. If the student has a pass signed by either a teacher or office staff member, the student is excused.

Student who are tardy to class during the day will be handled by the classroom teacher as follows.

1st Tardy	Excused
2nd Tardy	Warning from teacher
3rd Tardy	Skyward referral from teacher - Lunch Detention
4th Tardy	Skyward referral from teacher - After School Detention

- **Tardies to School:** If a student is tardy to school in the morning he/she should report directly to the high school office to sign in and get a pass to class. The office records all excused and unexcused tardies.

The following will be the disciplinary policy regarding unexcused tardies. Unless a parent/guardian contacts the office, the tardy is considered unexcused.

1st Tardy	Excused
2nd Tardy	Warning from teacher
3rd Tardy	Lunch Detention
4th Tardy	After School Detention

- Tardies will accumulate through the semester. At the beginning of the following semester, each student will start with a clean slate.
- Students who are consistently late (more than 4 unexcused) for school may be referred to the Morrison Police Department per the Morrison City Truancy Ordinance.

## **TARDY SWEEPS**

Randomly during the school day, tardy sweeps may be run. When this occurs, students caught in the sweep will be escorted to the office, issued an after school detention, and returned to their class. All students caught in the sweep without a pass from their teacher will be issued an after school detention regardless of the number of tardies they accumulated in the class to that point.

## F. Medical Appointments

1. Appointments should be scheduled outside of school hours whenever possible.
2. Appointment cards, parent phone calls, or parent notes for these appointments must be presented in the office prior to 8:10 a.m. the day of the appointment if the student is to leave school during regular school hours (8:10-3:05).
3. Appointments may be excused upon the student's return and subsequent presentation of the doctor's note to the high school office within 48 hours of the appointment.

## G. Pre-arranged Absences

If a student knows they will be absent, pre-arranged absence days can be arranged up to four days.

1. Pre-arranged absences must be arranged at least **three (3) days in advance**. Failure to do so may result in unexcused absences and loss of credit in the student's classes.
2. Pre-Arranged absence forms are available in the main office. Parents may request a form in person or send a signed note.

3. Students are responsible for making arrangements with their teachers concerning make-up work **prior** to the absence.

Any planned absences beyond four days, must be approved by the school board. Contact the high school office for applications and instructions.

#### **H. Excused and Unexcused Absences**

With the exception of school-related absences, an absence will be recorded any time a student is absent all or part of a school day. The principal will ultimately decide whether the absence will be considered excused or unexcused for the sake of determining possible loss of academic credit and disciplinary action. No credit will be given for work missed or not turned in due to an unexcused absence. Therefore, unexcused absences will result in the reduction of grade(s) and loss of academic credit.

Generally the following are considered UNEXCUSED absences: missing the school bus, missing a ride, oversleeping, employment, personal appointments that can be scheduled outside of school hours, car trouble, being needed at home, shopping, hunting, and other reasons deemed unacceptable by the principal or his/her designee. Students with multiple unexcused absences or unexcused tardies may be referred to the Morrison Police Department per the City of Morrison Truancy ordinance and/or to the Whiteside-Lee-Ogle Regional Office of Education's Truant's Alternative Program.

#### **I. Homeroom Policies**

1. Homeroom is from 2:39-3:05 every day students are in full attendance.
2. Students **ARE NOT** allowed to sign out for work.
3. Students marked unexcused from homeroom will be subject to the following consequences:
  - a. First Offense: Detention
  - b. Second Offense: Saturday Detention or In School Suspension
  - c. Third Offense: call to Morrison Police (if student is under 17 years of age)

#### **J. Make-up Work**

It is the student's responsibility to arrange for making up work missed. Normally a student is given one day to make up work for each day missed. Work missed due to an unexcused absences, will not be accepted for credit. The make-up days allowed for homework is not cumulative. The allowed time begins when the student returns to school. Students must make arrangements to get the work.

#### **K. Excessive Absences**

Morrison High School monitors student attendance and takes steps to address any significant attendance patterns. **Morrison High School will contact parents in writing when their student's absences (for any reason) reach:**

1. 5 Absences
2. 10 or more

**Parents are encouraged to monitor absences and keep in contact with the high school office if their student's absences approach 10.**

**Any student who accrues 10 absences or more will require a note from a medical or dental physician** for all subsequent absences. In addition excessive absences may result in home visits from school or law enforcement personnel and may result in a referral to the Whiteside-Lee-Ogle Regional Office of Education's Truant's Alternative Program.

According to the Illinois Revised Statutes, Chapter 105, Section 5/26-1, states that a truant is defined as "a child subject who is absent without valid cause from such attendance for a school day or portion thereof." Section 26-2 states that when a student's absences exceeds five percent (5%) of the previous 180 attendance days, habitual truancy exists. M.C.U.S.D. is legally obligated to (a) inform parents at appropriate intervals when a student's unexcused absences are exceeding 5% of the regular sessions, and (b) submit the names of such students to the truancy officer representing the educational service region for possible legal action. Students who receive three (3) unexcused absences within the previous 180 days of regular school attendance may be referred to the Whiteside-Lee-Ogle Regional Office of Education's Truants Alternative Program.

### **3. SCHOOL SAFETY**

#### **A. Disaster Drills**

Specific instructions for evacuating classrooms during a disaster drill are provided in individual classrooms. Generally students are to move into nearby hallways and other areas of least danger. Morrison High School does have a crisis and lock-down procedures in the event of an emergency.

#### **B. Fire Drills**

Periodically during the school year MHS will conduct fire drills. When the fire alarm sounds, each class will leave the classroom and proceed quickly and quietly to the assigned exit. Students will not be permitted to go to lockers or locker rooms. The first two persons to reach the outside doors will hold them open. The last person from each classroom will shut the classroom door. Teachers will give more detailed instructions concerning which exit to use. It is imperative that instructions be followed. A fire drill is a serious matter. Faculty will assist students with special needs as the situation warrants.

#### **C. Search and Seizure**

The Board recognizes its responsibility to maintain order and security in Morrison High School. Accordingly, administrators or their designees are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with this policy.

Vehicles, while on school property may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including through an alert by trained dogs, the student's vehicle will be searched. Also by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

#### **D. Students and Their Personal Effects**

Administrators or their designees may search a student and/or the student's personal effects (e.g. purses, wallets, knapsacks, book bags, lunch boxes, etc.) when they are being carried by the student when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner that is reasonable, related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. When feasible, the search should be conducted outside the view of others, including students, in the presence of a school administrator or adult witness; and by a certified employee or administrator of the same gender.

#### **E. School Property**

School property, including but not limited to desks and lockers, is owned and controlled by the District and students should have no expectation of privacy in them or in any personal effects left in such areas. The District may make reasonable regulations regarding the use of such areas and may search them or any personal effects of students found in those areas without prior notice to students and without consent.

#### **F. Seizure of Property**

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the school's rules, such evidence may be seized and impounded by administrators and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

#### **G. Visitor Permits**

Parents are always welcome. All visitors, including parents must sign in at the office before going to other areas of the building. Visitors will receive a visitor's badge that must be worn while in the building. Please return the badge to the office before leaving the building. Visitors other than parents and prearranged speakers/presenters (friends,

former classmates, graduates, etc) are not allowed during regular school hours without the written permission of the principal.

## **H. Volunteers**

Volunteer applications can be picked up at the main office. Our school district encourages the use of volunteers to:

1. Increase students' educational attainment,
2. Provide enrichment experiences for students,
3. Increase the effective utilization of staff time and skills,
4. Give more individual attention to students,
5. Promote greater community involvement,

## **4. STUDENT SERVICES**

### **A. Counseling**

All students may receive aid and assistance from the counselor. Students will find academic, college and career readiness and social/emotional counseling available. The Counseling Department coordinates all standardized testing, including tests required for college admission and scholarship application. Appointments may be made directly by students, or parents may telephone the counselor at (815)772-4071.

### **B. Families in Crisis**

Should a traumatic event occur to a family during the school year that directly affects a student, please contact the counselor and principal as soon as possible. Depending on the crisis, the counselor and principal will notify the appropriate staff members and work with the families to try and get the help needed for the student academically. The counselor can also refer the family to a community resource if needed.

### **C. Home-bound Instruction**

A student absent from school for more than two consecutive weeks because of health or physical impairment may receive the services of a certified teacher in the home or hospital. Appropriate educational services can begin as soon as eligibility has been established with a written statement from a licensed medical examiner and a written parent or guardian request is filed in the office of the Superintendent.

### **D. Special Education**

Morrison High School recognizes that each student learns in a unique way. Despite individual differences, most students learn in the regular education classroom; however, some students require extensive accommodations, curricular modifications, or a specialized curriculum. Criteria for eligibility for services are determined by procedures established by federal and State of Illinois Special Education Rules and Regulations. The Morrison Special Education department serves students with an Individual Education Plan (IEP) including learning, emotional, physical, and cognitive disabilities, autism, hearing, vision, speech and language, and other health impairments. Students with disabilities may be provided services under a 504 plan and receive accommodations within regular education classes.

### **E. Library Services**

MHS students have access to the library and its materials on days when school is in session. Books may be checked out for four (4) weeks, and magazines and vertical files for two (2) weeks. Library fines are \$0.05 per item per school day and must be paid before additional items can be checked out. It is the student's responsibility to check the overdue list and renew materials on time. Materials must be present in order to renew items. In addition, the overdue list will be posted in the library. Materials may be ordered on inter-library loan with the loan period being set by the lender.

**All overdue books must be returned and fines must be paid before attending Homecoming, Prom, Graduation, or other similar activities, unless specifically granted permission by principal or his/her designee.**

## **5. ACADEMICS**

### **A. Academic Integrity**

Morrison High School is committed to providing an atmosphere in which the values of truth, integrity, personal accountability, and respect for the rights of others are modeled. Therefore, Morrison High School prohibits academic dishonesty. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher.

Examples of academic dishonesty may include, but are not limited to the following:

1. Communicating with another student during an exam or quiz.
2. Copying material during an exam or quiz.
3. Allowing a student to copy from one's exam or quiz.
4. Using unauthorized notes or devices.
5. Submitting falsified information for grading purposes.
6. Obtaining a copy of and/or information about an exam or quiz without the knowledge and consent of the teacher.
7. Submitting a paper or project, which is not the student's work.
8. Copying another person's assignments.
9. Allowing another student to copy one's assignment.
10. Removing exams or parts of exam without the knowledge and consent of the teacher.
11. Impersonating a student to assist the student academically.
12. Having another student impersonate the student to assist academically.
13. Stealing or accepting stolen copies of tests or answer keys.
14. Changing answers and seeking credit on an assignment or exam after the work has been graded and returned.
15. Altering a teacher's grade book.
16. Using computers and programmable calculators in violation of guidelines established by the teacher.
17. Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher.
18. Unlawfully copying computer software or data created by others.
19. Misusing school computer systems, which are used for student, staff or administrative purposes.
20. Any other violation intended to obtain credit for work that is not one's own.

### **B. Plagiarism**

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, drawings, artwork, and all other types of work that are not one's own. Types of plagiarism include word-for-word mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation). Material taken from another source may include but not be limited to the following

1. Failing to cite with quotation marks the written words or symbols of another author.
2. Failing to cite research materials in a bibliography.
3. Failing to name a person quoted in an oral report.
4. Failing to cite an author whose works are paraphrased or summarized.
5. Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs or their projects.
6. Copying or paraphrasing ideas from literary criticism or study aids without documentation.



The consequences for cheating and/or plagiarism will include loss of credit for the test/assignment in question and a school consequence that may include being dropped from the class with an F grade. A second violation will result in loss of course credit with a student receiving an F grade for the course and a suspension from school. If test/quiz security is breached, the involved student will be removed from the class with an F grade and receive a school suspension. Any incident of unethical student conduct will be noted in the student’s permanent record. Please note: cheating, plagiarism, and unethical student conduct results in immediate removal from National Honor Society and can result in an extracurricular consequence including violation of the code of conduct.

**All English 3 students and their parent(s)/guardian must read and sign the following policy.**

These contracts will remain on file until students have graduated from MHS. Morrison High School takes academic honesty very seriously, and students are expected to understand the importance of knowing how to write a research paper without plagiarizing.

During semester 1 of English 3, all students will write a short research paper; the objective of this assignment is that students will learn how to paraphrase and quote sources, as well as properly document their sources in Modern Language Association format. This is a skill all students will rely on if they go to college. The MHS English faculty expects students to make mistakes as they are learning these procedures. By second semester students are expected to understand that blatant plagiarism is absolutely unacceptable and will result in a failed paper.

I understand that if I turn in a plagiarized paper I will fail the second semester of English 3, regardless of my semester grade. **I must receive a passing grade on the Semester 2 English 3 research paper in order to pass the second semester of English 3. Students who fail this paper, because of plagiarism or other factors, will be required to repeat the second semester** in one of two ways:

- 1. Students have the opportunity to retake the second semester the following school year.
- 2. Students may take a summer school class, in addition to writing a research paper which meets all minimum requirements established by English 3 instructors. Papers must be turned into an English 3 teacher by September 15th of the school year following summer school. (In addition to the summer school class fee; there is a fee for grading the research paper)

I, \_\_\_\_\_, have read the previous information and understand what is expected of me regarding the second semester of English 3 research paper.

Student Signature: \_\_\_\_\_

I have read and understand what is expected of my student regarding the second semester of English 3 research paper.

Parent/Guardian Signature: \_\_\_\_\_

### **C. Anti-biased Curriculum**

The Superintendent shall recommend a comprehensive anti-bias curriculum that is aligned with: the district's educational philosophy and goals; student needs as identified by research, demographics, student achievement, and other data; minimum requirements of State and federal law and regulations for curriculum and graduation requirements; Illinois State and District Learning Standards and any required State or federal student testing.

### **D. Physical Education Exemptions**

A student in grades 11 or 12 may request exemption from P.E. for the following reasons:

1. The student is participating in interscholastic athletics and:
  - a. Desires to take an extra full year course.
  - b. Desires to take an extra semester course.
2. The student may be asked to provide written evidence from an institution of higher education that a specific course not included in school graduation requirements is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.
3. The student lacks sufficient course credit for one or more courses required for high school graduation. Students who have failed courses, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for this exemption.
4. Each request for exemption from P.E. is to be verified and eligibility determined on a case by case basis by school district staff.

### **E. Class Repeats/Failures**

Students may not earn a credit a second time for the same class except for the following courses:

Band (may be taken 4 years)

PE (must be taken 6 semesters, may NOT be doubled without the Principal's permission)

Symphonic Choir (4 years)

Madrigals (4 years)

Independent Studio (4 semesters)

Yearbook (sophomore, junior and senior year)

Directed Studies (4 years)

\*changes may be allowed with administrative approval

Any course not listed above that is repeated must be done so with the approval of the principal, teacher, and counselor. The grade earned when repeating the course will replace the grade initially earned and will be counted toward the student's grade point average.

If a student fails the first semester in mathematics or foreign language, credit for the full year will be granted if the grade for the second semester is "D" or better and the student has passed the final exam.

### **F. Dropping a Class**

A student may drop a class only for a sound educational reason as determined by the principal and/or counselor. No schedule changes will be made without the principal and counselor agreeing to the change after that class has met three times. Procedure:

1. Parent/guardian must contact the counselor with a request and reason to drop a core class. Written permission slips to drop can be obtained from the counselor or principal.
2. If the student drops the class after the designated drop date, the student receives an "F" grade in the class for the semester and receives no credit.

### **G. Report Cards/Midterms**

Report cards and Mid-Term reports will be sent home electronically. Report cards will be sent at the end of each quarter whereas Midterms will be sent at the midpoint of each quarter. Parents/Guardians wishing to have a paper copy sent home must make that request with the high school office.

Each grading period an Honor Roll will be published. A student will be placed on the High Honor Roll if an average grade of 3.5-4.0 has been earned. A student will be listed on the Honor Roll if an average grade of 3.20-3.49 has been earned for that grading period. A student's honor roll/class rank standing is determined by adding the number value (A=4, B=3, C=2, D=1, F=0) then dividing by the number of subjects. Class rank and cumulative GPA will only be tabulated after each semester. The grade point averages of all students are arranged in numerical order from high to low for class rank. **Students who have been placed on the dissemination list will not have their names or pictures submitted to any publication by MHS recognizing this accomplishment.** (NOTE: Students with incomplete grades will not be listed on the honor roll for the grading period.)

#### H. Grading Scale

<b>A+</b> 100%	<b>B+</b> 89.49 – 87.5%	<b>C+</b> 79.49-77.5%	<b>D+</b> 69.49-67.5%	<b>F</b> 59.49 – 0%
<b>A</b> 99.99 - 93.5%	<b>B</b> 87.49 – 83.5%	<b>C</b> 77.49-73.5%	<b>D</b> 67.49-63.5%	
<b>A-</b> 93.4 – 89.5%	<b>B-</b> 83.49-79.5%	<b>C-</b> 73.49-69.5%	<b>D-</b> 63.49-59.5%	

When determining GPA the following scale will be used:

<b>A+ = 4.3</b>	<b>B+ = 3.3</b>	<b>C+ = 2.3</b>	<b>D+ = 1.3</b>	<b>F = 0.0</b>
<b>A = 4.0</b>	<b>B = 3.0</b>	<b>C = 2.0</b>	<b>D = 1.0</b>	
<b>A- = 3.7</b>	<b>B- = 2.7</b>	<b>C- = 1.7</b>	<b>D- = 0.7</b>	

Students will earn weighted grades for Advanced Placement courses. The weighted grade counts for 1 point more than a regular course grade.

<u>Grade</u>	<u>Point Value</u>	<u>Weighted Value</u>
A	4	5
B	3	4
C	2	3
D	1	2
F	0	0

#### I. Determining Class

Student's class will be determined based upon the number of credits that a student has earned at the beginning of each school year. The number of credits earned will be the basis for all activities and events that are class specific (i.e. state testing, Prom, etc...). The administration reserves the right to reclassify students throughout the year based on credits earned through Credit Recovery, Correspondence courses, online courses, or other school approved methods. The required number of credits needed for each class is as follows:

Freshmen...0-5 Credits  
Sophomore...6-11 Credits

Junior...12 -17 Credits  
Senior...18 or more credits

#### J. Incomplete Grades

An incomplete is assigned when a student's work is incomplete for a grading period due to extended, excused absences. An "F" is given to a student who fails to make up an incomplete within 2 weeks after the grading period unless special arrangements are made with the teacher.

## K. Semester Test Policy

All teachers are expected to give either a semester exam or a semester ending project. Semester exams and projects will be a percentage of the final semester grade, check with your individual teachers about how they figure semester grades.

### Semester Exam Exemptions:

- Freshmen and Sophomores will not be able to be exempt from any semester exam.
- Juniors and Seniors may be exempt from semester exam(s), if they have met the following conditions:
  - No behavioral referral(s) documented in Skyward,
  - Students must complete any project based or performance based semester exam, and then will be exempt from attending the semester exam period so long as they have the signed exemption form by the teacher and parent.
    - Examples may include: life skills, physical education, art project, band, choir, or any other subject area in which the final exam is a project or a performance required as a final exam.
  - Students must have a B, (an 83.5 or greater) to be able to exempt an exam in a course providing students with a written final exam.
    - Exemption forms will be obtained from the office and will be signed by the teacher(s) and the parents and returned to the office by 8 a.m. the day prior to the beginning of exams.
    - Example: If the first day of the final exam is scheduled for a Tuesday, the form must be submitted to the office by 8:00 a.m. on Monday.
  - Students must have no more than 3 excused absences per class period
    - Morrison High School-sponsored school related functions will not count toward these absences.
    - College visits will count as an excused absence.
  - Students with unexcused absences will be required to take the final exam.
    - If your absence is unexcused on the day of an exam that you are required to take, you will receive a zero for that exam without the option of a make-up.
  - AP CLASSES IN REGARDS TO FINAL EXAMS
    - In many year-long AP courses, taking the AP test exempts students from the final exam for the course. See individual course syllabus for specific teacher expectations and procedures.

**NOTE: Exemptions are granted at the discretion of the teacher.**

## L. Driver's Education

A Driver's Education course is available to all Morrison High School students. State law requires that to be eligible, students must receive a **passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. If a student is a freshman, MHS will count passing grades from the last semester of the student's eighth-grade school year.** Students who are absent, unexcused, and subsequently miss class instruction or driving time will not pass this class. Scheduling of Driver's Education is based on age with priority given to older students. There is a \$75 fee for this course.

## M. Credit Recovery

Credit Recovery is for students who are behind in 1 or more classes.

This is a self-paced program and there is a monetary fee that goes with this program. Credit Recovery guidelines and requirements are as follows:

1. Student must be making up a course they have previously failed or
2. Student must be deficient in credits towards graduation.
3. Payment of credit recovery fee in full prior to beginning the course
4. Signed Credit Recovery agreement.

5. Unless prior approval is given by the counselor, principal, or his/her designee students are expected to keep pace with the academic calendar and complete coursework within the specified time frame (i.e. semester courses must be completed within the semester in which they were started)
6. Students who have not completed credit recovery courses within the school year will not be allowed to complete courses during summer school without the approval of the counselor, principal, or his/her designee.
7. If a student has a payment plan, they will not be able to begin another class until the previous class is paid in full.

#### ***Morrison High School Credit Recovery Contract***

The credit recovery program is designed for students who are lacking in required courses or credits in order to obtain graduation requirements. All rules and policies stated in the Morrison High School Handbook apply to the credit recovery program. In addition, the following rules and policies apply:

1. Progress rule: Students need to make progress of at least 5% every week (i.e. if it's Monday of week 3 and you have completed 11%, by the end of Friday of week 3 you will need to have completed 16% or more). In the case of summer school, weekly progress needs to be at 25% due to the shortened time period.
  - a. Failure to make progress every week will result in parent contact
2. Overall progress: Students who fail to make the weekly progress for five weeks in a row will be dropped from the class and will not be refunded money (4 weeks for summer school). Students dropped from a class will not receive any credit for that class.
3. I understand that I will be enrolled in one class at a time and cannot move on to another class (if needed) until the teacher approves it.
4. I understand that I will not be able to begin a class until the class has been paid for in the main office or a payment plan has been approved.
5. I will bring the necessary materials to be successful and will stay on task throughout my work time (not playing games, sleeping, etc.).
  - a. I understand that the instructor has the right to confiscate my phone after two warnings for improper use of time and materials and that it will be returned at the end of class.
6. I understand that if I am caught cheating this may be grounds for dismissal from the credit recovery class, and I will not be refunded any money. I also understand if dropped from the class I will not receive any credit for that class.
7. I understand that participating in credit recovery is a privilege. Failure to adhere to the above rules and regulations may lead to being dropped from the program without refund or any credit.

**I have read and understand the rules and regulations set forth by Morrison High School and agree to abide by them, and the conditions set forth in this contract.**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*ONE COPY TO BE GIVEN TO STUDENT, ONE COPY TO BE FILED IN STUDENT'S CUMULATIVE FILE AND ONE COPY TO BE FILED WITH COUNSELOR\***



**N. Skyward**

Parents/Guardians will be given a skyward account/username. The following information/items are available via the Skyward student information system:

- 1. Student grades
- 2. Homework/missing assignments
- 3. Teacher messages
- 4. Outstanding student fees
- 5. Lunch accounts/balances
- 6. School calendar
- 7. Daily announcements
- 8. School notifications/alerts
- 9. Student schedules

**O. Dual Credit**

Morrison High School is fortunate to offer a number of options with Sauk Valley Community College and Morrison Institute of Technology for Dual Credit and Whiteside Area Career Center for professional certifications. Dual credit courses are offered on the Morrison High School campus taught by Sauk Valley instructors and Morrison High School instructors, Morrison Tech and WACC courses are offered on their campuses. In addition, a wide variety of courses are offered online through SVCC.

Since these courses are for college credit or professional certification, the grades earned will be based on the grading scale used by the institution offering the credit which may not include (+) or (-)'s. Grades earned through SVCC, Morrison Tech and WACC will be recorded in the Morrison High School system by the letter grade reported to us and will be used in the student's GPA calculation as such.

Transfers from other high schools are handled in the same manner. Morrison High will not alter the grades of other institutions. Grading scales for the other institutions are listed on their websites and in the syllabus for the courses students are taking.

**6. GRADUATION**

The date for commencement will be established on a yearly basis. Students will be chosen to speak at Graduation using the following process: (1) Senior students will elect 2 classmates to speak, Separately (2) Teachers will select two student speakers by voting. In the event that neither the valedictorian(s) and/or salutatorian(s) are chosen by either the faculty or the students, they will also have the opportunity to present speeches. This system allows for as many as six graduation speakers.

Class valedictorian will be awarded to the student with the highest GPA after 8 semesters. Class salutatorian will be awarded to the student with the second highest GPA after 8 semesters.

When determining GPA the following scale will be used:

<b>A+</b> = 4.3	<b>B+</b> = 3.3	<b>C+</b> = 2.3	<b>D+</b> = 1.3	<b>F</b> = 0.0
<b>A</b> = 4.0	<b>B</b> = 3.0	<b>C</b> = 2.0	<b>D</b> = 1.0	
<b>A-</b> = 3.7	<b>B-</b> = 2.7	<b>C-</b> = 1.7	<b>D-</b> = 0.7	

**A. Courses That Count Toward Graduation**

- 1. All regular academic and schedule credits.
- 2. Credits can be obtained off campus when approved by the counselor and principal in advance, in writing, from:
  - a. Independent study courses or home schooling programs from an accredited institution.
  - b. Courses from Sauk Valley Community College,

Transcripts signifying satisfactory course completion must be received by the high school two weeks prior to graduation in order for courses to count towards graduation.

Each request will be considered by the principal and school counselor on an individual basis with the welfare of the student and the school district contributing to the final decision. Courses will not be approved if similar regularly scheduled classes are offered at MHS.

**B. Graduation Requirements**

All individuals must be enrolled as full time students while in school, exceptions may include fifth year students or cases of extreme hardship. An administrative decision may permit a deviation from this stipulation. The Morrison Community Unit School District #6 Board of Education desires students to utilize the educational opportunities provided by the Morrison school system. (Continued on pg. 23.)

**The required Courses/Credits for Graduation from Morrison High School are as follows:**

English (includes speech)	4
Science	3
Math	3
Social Science	2 ½
P.E.	3
Health	½
General Business	½
Electives	7 ½

**TOTAL CREDITS                    24**

**In addition, before any student is allowed to participate in the graduation ceremonies they must have all detentions served as well as all fines and other obligations including unpaid fees taken care of.**

**C. Early Graduation**

Early graduation is not encouraged as it generally provides only a minimum program. However, there are circumstances under which it is possible. Arrangements for early graduation should be made through the school counselor during the previous term of the proposed year of graduation. The decision to grant early graduation will be based on the student’s presentation of a plan of action consistent with his/her future goals.

Some criteria that will be taken into consideration in granting or denying the student’s request for early graduation is based on the following information:

- 1. Are the student plans for the second semester consistent with career goals?
- 2. Are there courses that are available to the student which they have not taken which they can sign up for which will better prepare the foundation of course work for their post graduate plans?
- 3. Are work plans consistent with the skills the student is looking to gain in the long run?
- 4. Is the student older than the other students in the current graduating class?
- 5. Does the student have plans to join a branch of the military and would this occur during the normal time of the second semester offerings?

Guidelines for early graduation:

- 1. A minimum of 24 credits are required for graduation. A student must complete the junior year with a minimum of 20.5 credits.

2. A Post-Secondary Plan of Action Early Graduation form must be completed by the student and signed by a guardian. This contract, once signed, affirms that the potential early graduate must return for a minimum of four second semester classes if subject matter failure causes the student to fall below the minimum 24 credits by conclusion of semester one in grade 12.
3. All obligations must be met (i.e., books, fees, equipment return, etc.) prior to departure.
4. Participation in regular spring graduation activities is optional for early graduates. However, to facilitate planning for graduation activities, the early graduate must make a commitment as to whether or not he/she will participate by March.
5. A student's eligibility for extracurricular activities ceases when a student graduates early.

It is important that the student, parent and/or employer furnish Morrison High School with sufficient information so that an appropriate decision can be made. Applications for early graduation need to be submitted to the guidance counselor with all signatures and backup material by May 1 during the student's junior year.

**MORRISON HIGH SCHOOL**  
**EARLY GRADUATION APPLICATION**  
 (Eligible Juniors only)

Normal Year of Graduation \_\_\_\_\_ School Year \_\_\_\_\_

Before completing this form the student must meet with the counselor to review credits and determine what courses and credits are required to complete the student's high school graduation requirements. The student and parent/guardian will also sign this form indicating their agreement with this application. Student and parent/guardian will also sign an additional Early Graduation Contract before the guidance counselor approves the application. No diploma will be granted after the successful completion of first semester senior year. However, the Guidance Department will provide letters of certification to colleges and employers upon request. These letters will verify that the student has indeed fulfilled all graduation requirements.

Name of Student \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Projected total credits at the conclusion of junior year \_\_\_\_\_

Student must submit an additional **formal letter** explaining career goals in relation to their need for acceptance of Early Graduation request. The application will be incomplete without completion of this formal letter. Student should list colleges applied to or applying to and intended major. If student is seeking employment, the anticipated career should be listed as well as the name of companies that the student is applying to for work.

COLLEGE PLANS – List colleges applying to, intended major(s), and how early graduation will help you reach this goal.

EMPLOYMENT PLANS (including military) – List interested careers, current training, and how early graduation will help you achieve a successful career.

_____ Student's signature	_____ Date	_____ Parent/Guardian(s) signature	_____ Date
<b>APPROVED: Yes</b> _____ <b>No</b> _____			
_____ Counselor's signature	_____ Date	_____ Principal's signature	_____ Date
Comments: _____		Student notified: _____	
		Parent/Guardian notified _____	
Early Graduation Contract Returned: _____			

**MORRISON HIGH SCHOOL**  
**EARLY GRADUATION CONTRACT**  
 School Year \_\_\_\_\_

I, \_\_\_\_\_, HAVE HAD MY REQUEST FOR EARLY GRADUATION APPROVED. Upon successful completion of my first semester classes, I understand I will not have to return to Morrison High School during second semester in my

**senior year.** I further understand it is my responsibility to inform my family and school officials of my progress and any problems encountered in my academic program and any need for additional assistance.

If I fail to pass my first semester course(s), I understand that I will remain at Morrison High School and enroll in the minimum of **four** academic courses during second semester.

The following signatures indicate the student and family’s understanding of the Early Graduation contract. \_\_\_\_\_

_____			
Student’s signature	Date	Parent/Guardian(s) signature	Date _____
Counselor’s signature	Date	Principal’s signature	Date

**7. WHITESIDE AREA CAREER CENTER (WACC)**

**A. Requirements for Admission to WACC**

- 1. Students who will be classified as seniors and/or juniors for the next school year are eligible for admission to WACC with seniors given first priority.
- 2. A student requesting admission to WACC must have a cumulative grade point average of no less than 1.50. The grade point average used for admission purposes will be the GPA computed at the end of the first semester of the year prior to attending the Vocational school (at the end of the 5<sup>th</sup> semester for entering seniors and 3<sup>rd</sup> semester for entering juniors).
- 3. Enrollment in REQUIRED SUBJECTS must first be completed or arranged for before enrollment in WACC courses will be permitted.
- 4. Students who have been suspended from school for any reason may be deemed ineligible for WACC.
- 5. Each class missed at WACC is equal to three class periods at MHS.
  - a. A student must have a 90% attendance rate the previous year. Students **MUST** maintain a 90% attendance rate during their enrollment. Students who do not reach 90% may be deemed ineligible to attend WACC the next semester or school year.
  - b. Extended illness or injury with doctor’s excuse will be considered on an individual basis.
- 6. In most areas of study at WACC, the prospective student must have completed specific subjects related to the area he/she wishes to pursue.
- 7. Students and parents must sign the WACC contract before the student will be allowed to attend. See the contract below.
- 8. Students may be removed from WACC for failure to follow rules/guidelines \_\_\_\_\_ established by the WACC or Morrison High School.
- 9. **Students and parents must sign WACC contract before student will be allowed to attend. See contract below.**
- 10. **\*\*Any changes or accommodations need to be approved by the principal and counselor\*\***

**B. Transportation to WACC**

WACC students ride the buses to the WACC Center. WACC students will leave for classes at the Career Center at 7:25 a.m. and return to MHS by 10:30 am. No other means of transportation is to be used unless written consent is given by WACC, parents and the principal.

If a student misses the bus to WACC, **report to the main office immediately.** Do NOT drive your own vehicle. Failure to follow these transportation guidelines may result in disciplinary measures, up to and including removal from the WACC course.

## C. Contract

### WACC Contract: 2021-2022 School Year

Whiteside Area Career Center (WACC) is a privilege allowed to students at Morrison High School based on interests and talents, as well as attendance, grades, and behavior at MHS. I have been selected to be able to attend WACC during the 2021-2022 school year and because of that, I understand that the following statements will be expected of me:

- I will maintain a C or better throughout the school year in my WACC course
- I will have minimal disciplinary referrals
- I will not be absent from WACC for more than 5 days in a semester
  - The morning of my absences, I will contact WACC and MHS to inform them of my absence
  - If I miss the WACC bus in the morning, I am expected to go to study hall 1st-3rd hour, until my schedule resumes
- I am responsible for knowing both the MHS and WACC schedules, including breaks, snow days, etc. and am responsible for informing my parent/guardian of those schedules
  - i.e. when WACC and MHS return from winter break, spring break, etc.
- If there are unforeseen circumstances in which I am unable to ride the bus to WACC and must drive myself every day, I will need to get written permission from WACC and Mr. Bielema before doing so.

If I violate any of the above statements during the first semester of the school year, I am subject to removal from WACC during the second semester. If I violate any of the above statements during the second semester, I may not be allowed to attend WACC during the following school year. I am signing this contract with the complete understanding of what is expected of me, knowing that I am to represent MHS in a positive way while at WACC.

**Students that are in violation of this contract and/or otherwise fail to meet the expectations of attendance, grades, and behavior that are the standard for Morrison High School will be required to reimburse the MCUD #6 for the tuition/fees cost to attend WACC (cost will vary depending on class that the student is enrolled in).**

Student signature: \_\_\_\_\_

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

Parent/guardian signature: \_\_\_\_\_

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

School counselor signature: \_\_\_\_\_

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

## **8. SCHOOL POLICIES**

### **A. Cell Phones and Electronic Device Policy**

Cell phones and electronic devices are widely used and useful items. They can be a tool in the educational process. They can also be a serious detriment and distraction from the learning process and when abused they can cause harm. There is also a great deal of concern that constant use of these devices can interfere with the development of social skills necessary for academic achievement and later employment. Morrison School District provides electronic devices for use in the classroom.

Morrison High School holds high expectations for positive student behavior, academic integrity and responsible use of technology. Students who possess/use electronic devices in the school, on school buses and at school sponsored events are expected to demonstrate the utmost respect for the educational environment and the right to dignity and privacy of all individuals within the school community.



Cell phones may be used appropriately and responsibly in the hall before and after class and during lunch in the cafeteria. Students are cautioned about walking and texting as this can be a safety concern. Cell phones may be used in the classroom for academic purposes **at the discretion of the teacher.**

Each classroom at Morrison High School will have a cell phone “parking lot”. Upon entering the classroom before the bell, students are to turn off their phones and place them in the “parking lot”. If a student says they don’t have a phone with them, and is found to be using a phone in class, the phone will be confiscated.

Students shall not use any electronic device that disrupts or detracts from the educational environment or for inappropriate, unethical or illegal purposes. This includes but is not limited to: transmission or sharing of inappropriate or pornographic material, violations of others privacy rights, cheating, harassing or bullying behavior.

**Recording, photographing or videotaping others is strictly forbidden at all times in locker rooms, dressing rooms and restrooms where individuals should have every expectation of privacy.**

All electronic devices with Internet capability must be authenticated with the student’s Morrison High School login to access the internet (for more information on this policy please see MCUSD Computer Network policy in the MCUSD Behavioral Code available on the district website). The use of any electronic device including but not limited to iPads, laptops, cell phones (for educational purpose), iPods, etc...shall be at the discretion of individual teachers.

Morrison High School is not responsible for the loss, theft or damage to any electronic devices that a student chooses to bring to school.

## **B. Internet Usage and Unacceptable Usage**

Each student must have an Acceptable Use Form on file in the high school office *signed by both the student and parent/guardian*. The Internet usage is for legitimate educational or research purposes. For the complete MCUSD #6 Computer Network and Internet Safety, Access and Use policy please see consult the MCUSD #6 Behavioral Code found on the district website. Specific information on Chromebooks is available in the Chromebook User Agreement on the MCUSD #6 website.

## **C. Parking/Driving to School**

To encourage a safe and healthy school environment, students who wish to drive to school and park on school property will be part of the random drug testing program (described in the MCUSD #6 extra-curricular code and possess a valid driver’s license. Parking on school property is not an absolute right, using a motor vehicle to drive to school and back is a privilege that carries with it a responsibility to the community to operate a motor vehicle safely. Students who wish to park on school property must purchase a parking permit from the office. (1 year \$25, 1 semester \$12.50, replacement tags \$5). A Vehicle Registration Form and a random drug testing form must also be filled out and turned in to the office. Students will be assigned a permit number and this permit must be hung from the rear-view mirror at all times. Students may not share permits with other students.

Violation of parking or driving regulations will result in loss of parking privileges and the police will be contacted.

Violation 1: Warning

Violation 2: Parent Notification

Violation 3: Vehicle will be towed from school property at the driver’s expense.

Students found to test positive for drugs, alcohol will lose their parking privileges for 45 school days. Parents will be informed of the test results. Students who test positive a second time will lose their parking privileges for one calendar year. Parking privileges are revoked for the remainder of their high school career for a student who tests positive a third time.

Students who test positive for tobacco - parents will be informed of the test results.

- Students are not permitted to sit in parked cars or be in the parking lot during school hours. The driver of the car will be held responsible.
- **Morrison High School does not assume responsibility for any damage to cars parked in the parking lot.**
- There is no student parking on Academic Drive during school hours.

Student parking areas include the large area directly behind the cafeteria and pool, the area next to the football bleachers, and along Genesee Avenue up to the entrance to the school parking lot. Students should not block “Drive Through” areas. Students should not park in designated teacher or visitor parking areas. A circle drive must be maintained in the pool/cafeteria area. Motorbikes must be parked in the student parking lot in a parking space.

- Faculty and Staff parking: The small parking lot immediately south of the receiving room, also known as the “horseshoe” and the spaces by the concession stand.
- Student parking is first come first served.

#### Driver Education - Behind the Wheel Driving

- No student who is failing two or more classes shall be allowed to participate in behind-the-wheel driving during the behind-the-wheel phase of Driver Education at Morrison High School. Once a student is no longer failing two or more classes, he/she may return to active participation in the behind-the-wheel phase of Driver Education
- No student shall be excused from a class that he/she is failing (or, in the opinion of the instructor, in danger of failing) to participate in behind-the-wheel instruction for Driver Education.

#### **D. Food, Candy, Gum, Beverages**

Students are not allowed to eat food or drink beverages in the hallways, with the exception of water. Teachers shall have guidelines for exceptions to this in their rooms for special occasions. Food and beverages may not be kept in lockers for eating between classes.

- Students who have a medical necessity (such as hard candy for hypoglycemia) should have this condition documented with the District so that staff is aware of their exemption to this rule.

#### **E. Lockers**

Lockers are purchased, furnished, and maintained by the school district and remain the property of the school district. The school retains the authority to inspect lockers without a student’s permission and by using a locker, the student expressly consents to having the contents of his/her locker searched. Routine locker cleanups or inspections may also be held periodically throughout the school year. Students are NOT to use tape to hang any decorations etc... on the front of their lockers.

The school cannot be liable for personal property taken from a locker. You can help prevent loss by following these procedures:

1. Do not share your locker or combination with other students.
2. Do not store valuable merchandise or large sums of cash in your locker. Leave it at home or secure it.
3. Make sure you always close your locker completely; close the door, spin the combination dial after closing.
4. Most pictures and posters are allowed. However, pictures or phrases that are sexually explicit, provocative, promote violence, hatred or are drug/alcohol related are prohibited.
5. Writing on lockers is considered vandalism and may be in violation of state or municipal codes. Permanent marking or damage to lockers will result in a fine. The fine will minimally be the cost of materials and labor to restore the locker.

#### **F. Bullying and Hazing**

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 school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, 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.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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 students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

When there is evidence of violation of this policy, the District shall take appropriate disciplinary action that may include warning, referral to the appropriate mental health professionals, detentions, suspension, expulsion or other action as may be warranted.

#### **Hazing:**

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

Students engaging in hazing that endanger the mental or physical health or safety of another may be subject to:

- Removal from extra-curricular activities (See Code of Conduct)
- Conference with parent(s)/guardian(s) and/or
- Referral to appropriate law enforcement agency/MHS administration.

#### **G. Sexual Harassment**

1. All students are expected to treat one another with respect and courtesy. Any student whose conduct or action deliberately intimidate or offend another student because of his or her gender shall be guilty of sexual harassment. Actions which may intimidate or offend include unwelcome and inappropriate touching, taunting, and vulgar words and conduct.

2. Students who have been subjected to harassment shall report the incident to a teacher or to the Principal. Teachers who learn of sexual harassment, or who have reason to believe that sexual harassment has occurred between or among students where no complaint has been made, shall take appropriate immediate steps to cause the behavior to cease and shall make a report of the occurrence to the building Principal who shall take action.

## **J. Dress Code**

Students are expected to wear appropriate body covering. The body should be covered from shoulders to mid-thigh (roughly half the length of the thigh). Dress and appearance must not be disruptive to the educational process. The school administration will make the final determination of what is appropriate. **Students in violation of the dress code will be considered unexcused from class until appropriately attired.** Repeat offenses will result in further disciplinary action.

The following clothing or accessories are **prohibited**:

- a. anything that constitutes a threat to the safety or health of self or others.
- b. display vulgar or sexually suggestive words or symbols
- c. promote, endorse, or advertise alcohol, drugs, tobacco products or display discriminatory messages.
- d. headgear (hats, caps, hoods, head scarves, do-rags, etc) and sunglasses may not be worn in the building unless approved by the Principal for medical reasons.
- e. pants/shorts that fall low on the hips to sag or display undergarments or body parts are not acceptable. No undergarments of any kind should be showing at any time.
- f. jewelry that is deemed unsafe or inappropriate or disruptive to the educational program.
- g. contain holes above mid-thigh
- h. have large arm openings or top straps less than 2 inches. During normal activities, tops should cover a person's entire torso without showing any bare midriff (including the back) or cleavage, even when sitting or bending over.
- i. form fitting spandex or leggings, unless worn under clothing that meets the dress code. The body must be properly covered from shoulders to mid-thigh.

9. BEHAVIOR/DISCIPLINE CODE

Morrison High School strives to be a positive, constructive environment that is conducive to learning. The Board of Education has adopted policies and regulations designed to protect the rights of those who desire to learn, to help students grow toward self-discipline, to help accept responsibility for themselves and to appreciate the rights of others.

We urge parents and students to read these policies, discuss them and the need for them. We hope to allow students as much responsibility as they are capable of handling. Learning to handle responsibility and making positive choices are important parts of a high school education. We believe that most high school students are mature enough to know the difference between right and wrong. However, written policies are necessary for those who make poor choices or do not practice self-discipline.

Any conduct or actions which are detrimental to the educational process, damaging to school property or interferes with the rights of others will be dealt with accordingly. When evaluating disciplinary actions, the following criteria will be considered:

- seriousness of the offense
- past history
- resulting impact on the educational environment
- appropriateness of the consequences
- what is in the best interest of the student and their educational needs

A. Methods used to address inappropriate student behaviors include but are not limited to:

<i>Student Conferences</i>	<i>Teacher Detentions</i>	<i>Counseling</i>
<i>Parent Conferences</i>	<i>Administrative Detentions</i>	<i>Saturday Detentions</i>
<i>Denial of privileges/activities</i>	<i>In School Suspensions (ISS)</i>	<i>Probationary Contract</i>
<i>Removal from Class</i>	<i>Out of School Suspensions (OSS)</i>	<i>Expulsion</i>

B. Removal from Class

When a student’s actions disrupt classroom order or interfere with lessons or participation of others, the teacher has the right to temporarily remove students from class for one period. A student who is directed to leave class by the teacher should report to the office immediately, failure to do so will result in further disciplinary action.

C. Discipline Referral

A student may be referred by any school district personnel to the administration for misconduct in class, at school, on a school bus, or at any school sponsored activity home or away. The referring person must submit, in writing, a detailed account of the incident before any disciplinary action will be taken. A copy of the final disciplinary action will be given to the parent/guardian.

D. Office Detentions

During an office detention the student will be detained either before or after their regular school day. It is intended for students to change unacceptable behavior. During a detention:

1. Cell phones are to be turned off and placed out of the student’s reach.
2. Chromebooks may only be used for legitimate school purposes
3. Students are expected to stay awake and remain busy at their seats for the entire time. If a student claims to have nothing to do, something will be provided.

Office detentions will be served from 7:15 - 8:00 am or 3:10 to 3:55 pm on in the office or the designated teacher’s room. Students are required to serve the detention at its scheduled date and time. If a student misses a detention without a valid reason, he/she is expected to serve the detention plus an additional detention. If a student misses

any subsequent detention during the semester without a valid reason, More serious consequences will follow subsequent misses of detentions.

### **E. Saturday Detention**

A Saturday Detention is a disciplinary tool that will be used to improve certain unacceptable behaviors and will be used in lieu of In School Suspension for students who violate certain school rules. Saturday Detention hours are from 8:00 am to 12:00 pm. The number of hours assigned to a student is based upon the nature of the violation. Should the Saturday Detention option be rejected by the parent/student or should the student fail to attend the assigned Saturday Detention, an Out of School Suspension will be assigned.

1. Expected behavior for a Saturday Detention is the same as that for Office Detentions.
2. If a student is ill on the assigned Saturday, a phone call from parent/guardian must be received no later than 7:30 am to the phone number and extension listed on your written notification. Students missing a Saturday detention for illness should report to the High School Principal before 8:00 am the day they return to school. Students missing a second Saturday detention must provide a doctor's note or will receive an out of school suspension.

### **F. In School Suspension**

In school suspension or ISS requires that the student come to school but will be in a supervised area and not attending regular classes. Rules are the same as listed for detentions. Students will eat lunch in ISS.

### **G. Out of School Suspension**

Out-of-School suspension requires that the student be deprived of all the privileges of attending school for the time period specified. All extra-curricular privileges are also suspended. Students shall not be present on any District #6 property during suspension. Students receiving an out-of-school suspension will be allowed to make up missed classwork.

## **10. STUDENT ACTIVITIES**

School sponsored activities are provided for students to interact in a variety of social settings. Such activities include but are not limited to, dances, assemblies, get-together etc. Courts that coincide with school-sponsored events and activities are honorary recognitions. Students who are voted onto a court represent themselves, their families, and Morrison High School

All school-sponsored events and activities are a privilege. Students may be denied admittance from said activities and events, including honorary courts, Homecoming, and Prom by the principal or his/her designee for poor attendance, misbehavior in or out of school that includes, but is not limited to detentions (including un-served detentions), behavior referrals, disciplinary conferences or behavior/citizenship that is considered detrimental to his/her activity or school, such as illegal acts, aiding and abetting, insubordination, unsportsmanlike conduct, theft, fighting, illegal consumption or drugs/alcohol, vandalism, etc.

### **A. Dance Rules**

The following rules apply to all school dances:

1. Students attending dances sponsored by Morrison High School may be required to take a breathalyzer test or meet other reasonable safety criteria put in place by the administration prior to entering the dance. Students who do not comply with the criteria will not be admitted to the dance.
2. Once you leave you will not be allowed to re-enter.
3. All guests that are not current MHS students must be signed up in the office and the Out of School Guest permission slip turned in by the designated date prior to the dance.
4. All guests must be at least a freshman in high school and not older than 20.



- Any student currently suspended or expelled will not be allowed to attend the dance.

## B. Organizations

The following organizations are open to all students interested: Student Council, Morrison e-Sports Club, Key Club and FFA.

## C. Pep Assemblies

Pep assemblies give every student an opportunity to participate in one of the more exciting aspects of school life. At various times throughout the year, pep assemblies may be held during homeroom to recognize student achievement or upcoming activities. All school rules apply during these assemblies.

## D. Key Club

Key Club International is the oldest and largest service program of high school students worldwide. Key Club is a student-led organization that teaches leadership, caring, inclusiveness, and character through service to others. Morrison High School Key Club has an open membership policy. Individuals who want to make a positive difference in the lives of others are invited to join.

## E. Student Council

Many Morrison High School activities such as Homecoming Week, dances, community service projects, fundraisers, class competitions and pep assemblies are sponsored by student council. Students that are interested in being a member of student council will need to submit an application and permission slip and be elected by their classmates. These elections are held at the beginning of May.

## F. Future Farmers Association (FFA)

FFA is one of the largest student organizations in the country. It revolves around agriculture, leadership, and school/community development. Prepare yourself for a future career, travel the state, and meet new friends with the FFA. In order to be in FFA, students must be enrolled in an agriculture education course.

## G. National Honor Society

Membership in the National Honor Society shall be based upon SCHOLARSHIP, SERVICE, LEADERSHIP and CHARACTER.

**\*SCHOLARSHIP** Candidates eligible for membership must be members of the junior or senior class and shall maintain a minimum academic grade point average of 3.5 based on a 4 point scale. Students who were inducted as a junior must maintain a 3.35 cumulative GPA during the 1<sup>st</sup> semester of their senior year to maintain eligibility.

**\*SERVICE** You must have a minimum of 6 (**six**) activity points between your Soph./Junior or Junior/Senior years. At least 4 (four) of your points must be school related. Each year you participated in an activity counts as 1 (one) point. Ideally you should have a minimum of 3 points from each of the years.

### Service Guidelines

- Willingness to render cheerfully and enthusiastically any requested service to the school.
- Willingness to do committee and staff work.
- Readiness to show courtesy by assisting visitors, teachers and students.
- Volunteers dependable and well organized assistance is available on his/her own time and is sacrificing.

### Eligible Organizations

Athletics/Cheerleading/Pons (4 only)  
Fall Cheerleading/Pons  
contest  
Band  
Drama or Musical Productions

Student Council (4 only)\*  
Winter Cheerleading/Pons  
Scholastic Bowl  
E-sports  
Blood Donor

Key Club (4 only)\*  
Prom Committee Solo & ensemble  
BLIND Leader Tutoring      Jazz

\*To be determined by Advisor

### Eligible Community Organizations

Church Groups

4H

Scouts

Teach/Coach

Community/Music theatre groups

Volunteer in hospital, extended care, etc.

Note: Other organizations accepted with committee approval. Jobs and paid positions are not counted as community service activities.

**\*LEADERSHIP** Members must have held or hold at least one elected office or demonstrate classroom and peer leadership.

### Leadership Guidelines

1. Successfully holds school offices or positions of responsibility, and is reliable and dependable without prodding.
2. Demonstrates leadership in classroom, at work and in school activities.
3. Inspires positive behavior in others.
4. Demonstrates leadership in promoting school activities and upholding school ideals.

**\*CHARACTER-** *Defined as follows:*

No record of civil or criminal offenses.

Integrity: No recorded incidents of cheating or intentional dishonesty.

Positive Behavior: No record of skipping classes or of knowingly violating school rules.

Cooperation: Willing to assist classmates, faculty members, etc.

Ethics: Wants to do the "right" thing in most situations.

**COMMITTEE reserves the right to remove an applicant /member if found in violation of the above list.**

## **H. Weight Room/Gym Guidelines**

Students are only permitted to be in the weight room and gym areas when under the direct supervision of a faculty or staff member or coach. Students are never permitted to be in the weight room and gym areas without supervision. Further, students are only permitted in the weight room and gym areas during the school day when enrolled in a class that is using the facilities as part of class activities. Students are NOT permitted in the weight room or gym areas during lunches. Violation of these procedures may result in disciplinary action.

## **11. HEALTH/MEDICAL WELLNESS**

### **A. Illness or Injury**

If you feel you are too ill to remain in school, notify your teacher and report to the office. Your parents will be called or other arrangements will be made to get you home, do not call your parents from your cell phone without permission from the office. Failure to abide by this rule will result in disciplinary action. Do not spend a class period in the restroom! If you should become injured in any class or activity, notify the teacher immediately. The school provides first aid for students which consist of emergency treatment for injuries, illness, and health problems that may arise while the students are in school. Failure to notify school personnel may nullify your insurance claim, should there be one. YOU MUST REPORT TO THE OFFICE. An accident report must be completed.

### **B. Prescription Medication**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or

non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. Medication may be given to students by school personnel under the following guidelines:

1. Prescription medication will only be administered to a student when a completed and signed "School Medication Authorization Form" is filed at the high school office. This form is to be completed annually by the student's parent/guardian and physician.
2. The medication must be brought to school in the original pharmacist's labeled container and shall display:
  - a. The Student's name
  - b. Name of medication with dosage
  - c. Administration route (by mouth, shot, etc.)
  - e. Licensed transcriber's name (doctor)
  - f. Pharmacy name, address and phone number

### C. Student Self-Administration of Medication

The only medications students will be allowed to self-administer are Asthma Inhalers, Epi-pens and Diabetic Insulin Injections. In order for a student to self-administer these medications a physician must fill out, sign and submit to the High School nurse a "MCUD #6 Medication Self-Administration Form".

### D. School Physicals

1. A student's parent/guardian shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to entering ninth grade.
2. Failure to comply with the above requirement by **October 15th** of the current school year will result in the student's excluding from school until the required health forms are presented to the district. If a medical reason prevents a student from receiving a required immunization

### E. Food Service

1. Morrison Community Unit District #6 Board of Education is committed to a coordinated school health program aimed at ensuring all children and youth are fit, healthy and ready to learn. The Board recognizes the importance of promoting wellness, including healthy eating habits and fitness in students throughout their time at school, as well as educating them to develop a lifelong awareness of all aspects of healthy living.
2. All students will be issued a lunch card. Paper, straws, etc. are to be placed in the refuse barrels and the trays turned in at the busing window. All food purchased from the cafeteria must be eaten in the cafeteria and not taken out of the building or to other parts of the building. **Students are not to eat food in the school hallways or classrooms during any part of the school day.**
3. Food consumed on district premises during student lunch hours will be limited to home-packed sack lunches or food service program selections.
4. All lunch periods have seniors, juniors, sophomores, and freshmen present. No seats are assigned, thus making it a good time to visit and eat with friends. Each student should be responsible for his own actions and encourage responsibility in others.
5. Trays/dishes must be returned to the return window. Cafeteria privileges may be restricted if regulations are not followed. Cooperation with persons cleaning tables and supervisors is mandatory.

## **RESPONSIBILITIES AND RIGHTS**

The following is a list of responsibilities and rights of the parents, students, teachers and administration.

### **PARENTS RESPONSIBILITIES AND RIGHTS**

#### **Parents have responsibility to:**

1. provide for the children's prompt and regular compliance with attendance rules and procedures.
2. work with the school in fulfilling disciplinary actions taken in the best interests of the student.
3. plan the time and place for homework assignments and provide necessary supervision.
4. talk to their child about school activities and expected behavior.
5. recognize that in the school the teacher stands in the relation of parent and guardian to the student.
6. instill in the student respect for the law, including the rights of others.

#### **Parents have the right to:**

1. an explanation of the basis for any academic or conduct mark given by a teacher.
2. request and be granted a conference with the teacher and/or the principal.
3. know that the disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth.
4. be granted reasonable access to all school records pertaining to their child subject to the statutes of the State of Illinois.
5. share in their child's right to due process procedures in matters of disciplinary actions.
6. be notified of their child's serious or repeated violation of school rules and regulations.
7. a copy of the school's rules and regulations within fifteen days of the school year or at the time the student enrolls, if it occurs during the school year.
8. requests a student's teacher qualifications
9. review instructional material
10. requests student's achievement level in each state academic assessment area
11. know when a student is taught by a teacher who is not highly qualified for 4 or more weeks
12. object to family life instruction. Objections must come in the form of written notification.

### **STUDENT RESPONSIBILITIES AND RIGHTS**

#### **Students have responsibility to:**

1. know and obey school rules.
2. obey city, state, and federal laws.
3. respect the individual rights and property of fellow students and school personnel.
4. avoid abusive language, verbal or written.
5. dress appropriately and practice habits of personal cleanliness.
6. be punctual and attend school regularly.
7. not disrupt the educational process.
8. respect authority both in school and at school-sponsored activities.
9. respect school and community property.
10. own up for their own actions and assist in providing a good learning climate.
11. to make every effort to improve their performance upon notification of unsatisfactory progress.
12. to not have contents stored within their lockers or carried on their person that violates laws, policies, or procedures or that detract from the educational process.

**Students have the right to:**

1. a written discipline policy.
2. an explanation of the basis for any academic or conduct marks given.
3. appeal a decision pertaining to an absence.
4. be disciplined in a humane and appropriate manner without the use of corporal punishment. This includes slapping, paddling, prolonged maintenance in physically painful positions, and intentional infliction of bodily harm.
5. dress and groom themselves according to their (or their parents) personal taste as long as such dress and grooming do not present health or safety hazards or substantially disrupt the educational process.
6. due process in matters of disciplinary action.
7. a formal due process hearing before a hearing officer when being considered for suspension and expulsion.
8. privacy in their personal possessions, subject to the right of the school officials to conduct searches when there are reasonable grounds to suspect that a student has violated or is violating either the law or school rules.
9. equal educational and extracurricular opportunities without regard to race, color, national origin, sex, religious beliefs or physical and mental handicaps or disability.
10. based on sex, be denied equal access to programs, activities, services or benefits or limited in the exercise of any right. Any student may file a sex equity complaint by using the Uniform Grievance Procedure.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
3	ESTIMATED BEGINNING FUND BALANCE July 1, 2020 <sup>1</sup> (without Student Activity Funds)		3,860,977	341,807	1,195,224	507,591	454,203	2,595,185	689,337	262,868	43,203	
4	RECEIPTS/REVENUES (without Student Activity Funds)											
5	LOCAL SOURCES	1000	4,314,860	711,287	1,436,385	265,075	164,163	139,750	69,194	377,515	65,894	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0	0	0	0	0	0	
7	STATE SOURCES	3000	3,576,656	0	0	273,812	0	0	0	0	0	
8	FEDERAL SOURCES	4000	964,459	0	0	0	0	0	0	0	0	
9	Total Direct Receipts/Revenues <sup>8</sup>		8,855,975	711,287	1,436,385	538,887	164,163	139,750	69,194	377,515	65,894	
10	Receipts/Revenues for "On Behalf" Payments <sup>2</sup>	3998										
11	Total Receipts/Revenues		8,855,975	711,287	1,436,385	538,887	164,163	139,750	69,194	377,515	65,894	
12	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)											
13	INSTRUCTION	1000	6,389,723				93,292			0		
14	SUPPORT SERVICES	2000	2,263,119	821,510		420,086	116,025	182,733		306,700	0	
15	COMMUNITY SERVICES	3000	3,235	3,000		0	78			0		
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	547,687	9,000	0	0	0	0		0	0	
17	DEBT SERVICES	5000	0	0	1,426,391	0	0			0	0	
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
19	Total Direct Disbursements/Expenditures <sup>9</sup>		9,203,764	833,510	1,426,391	420,086	209,395	182,733		306,700	0	
20	Disbursements/Expenditures for "On Behalf" Payments <sup>2</sup>	4180	0	0	0	0	0	0		0	0	
21	Total Disbursements/Expenditures		9,203,764	833,510	1,426,391	420,086	209,395	182,733		306,700	0	
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(347,789)	(122,223)	9,994	118,801	(45,232)	(42,983)	69,194	70,815	65,894	
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)											
25	PERMANENT TRANSFER FROM VARIOUS FUNDS											
26	Abolishment the Working Cash Fund <sup>16</sup>	7110										
27	Abatement of the Working Cash Fund <sup>16</sup>	7110	75,000	150,000								
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130										
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest <sup>3</sup> Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int <sup>3a</sup> Proceeds to Debt Service Fund	7170			0							
34	SALE OF BONDS (7200)											
35	Principal on Bonds Sold <sup>4</sup>	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets <sup>5</sup>	7300										
39	Transfer to Debt Service to Pay Principal on Capital Leases	7400			0							
40	Transfer to Debt Service Fund to Pay Interest on Capital Leases	7500			0							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						0				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990										
46	Total Other Sources of Funds <sup>8</sup>		75,000	150,000	0	0	0	0	0	0	0	



**Updates on the MCUSD 6 libraries and proposal for board release of weeded books for the attention of Mr. Harridge, Principal, NS, Mr. Vance, Superintendent, and the School Board of MCUSD #6, :**

This proposal is requesting the release of card catalog drawers from the Northside Library. Because the Northside library collection is now automated using the LibraryWorld online system, the card catalogs are no longer needed. Mrs. Bush would like them removed to create space for a book return and more room for students to move around the library.

**The following furniture is requested for release:**

**5 2-drawer card catalogs (stacking)**

**1 multi-drawer large card catalog on legs**

The released furniture will be stored until it can be sold at next year's annual library book garage sale.

Thank you for considering this proposal.

Thank you,

Jennifer Stevenson  
District Librarian

List of unused library books/textbooks to be released:

- Lyddie, 40 copies
- Pygmalion, 30 copies
- Inside Out & Back Again, 58 copies
- Little Rock Girl 1957, 33 copies
- Lions of Little Rock, 19 copies
- A Mighty Long Way, 31 copies
- The Graveyard Book, 30 copies
- Flush, 60 copies
- Frightful's Mountain, 70 copies
- Inside Out & Back Again
- Little Rock Girl: 1957
- Lions of Little Rock

## **LEASE OF PROPERTY (PARKING SPOTS)**

This LEASE OF PROPERTY ("Lease") is hereby entered into on this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the **City of Morrison**, Illinois, referred to herein as "Lessor"; and the **Morrison Community Unit School District No. 6**, an Illinois school district, referred to herein as "Lessee," pursuant to the Terms and Conditions as follows.

### **SECTION 1: PURPOSE AND PREMISES**

Lessor hereby leases to the Lessee certain parking spots located in the public right of way north of Northside Elementary School and adjacent to East High Street, both spots existing and any which may be constructed by Lessee ("Premises").

### **SECTION 2: TERM**

This Lease shall begin upon the execution of this instrument and shall be for a term of twenty (20) years.

### **SECTION 3: RENT**

Lessee shall pay Lessor or Lessor's agent as rent for the Premises the sum of Ten and no/100ths Dollars (\$10.00) and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged by Lessor.

### **SECTION 4: CONDITION AND UPKEEP OF PREMISES**

Lessee has examined and knows the condition of the Premises and acknowledges that no representations as to the condition have been made prior to the execution of this lease; Lessee agrees to reasonably maintain the Premises, including all appurtenances, and upon the termination of this lease, agrees to yield up the Premises to Lessor, in good condition and repair, ordinary wear excepted.

### **SECTION 5: LESSEE NOT TO MISUSE; SUBLET; ASSIGNMENT**

Lessee will not allow the Premises to be used for any purpose other than that specified, will not allow any outside long term storage of vehicles, and agrees to not sublet the same or any part thereof, nor assign this lease without, in each case, the written consent of the Lessor.

### **SECTION 6: MECHANIC'S LIEN**

Lessee will not permit any mechanic's lien or liens to be placed upon the Premises and in the case of the filing of any such lien due to the actions of Lessee will promptly pay the same.

**SECTION 7: INDEMNITY FOR ACCIDENTS**

Lessee covenants and agrees that it will protect, save, and keep the Lessor forever harmless, and indemnify Lessor against and from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about the Premises, causing injury to any person or property.

**SECTION 8: CONSTRUCTION**

Lessee is authorized to construct such additional parking spaces in the defined Premises, as may be reasonably needed by Lessee during the term of the Lease. All such construction shall be undertaken in compliance with all applicable codes and within the terms of the Prevailing Wage Act. Lessee shall give Lessor notice of initiation of such construction.

**SECTION 9: ACCESS TO PREMISES**

Lessee agrees members of the general public may use the Premises, during non-school hours, or school holidays.

**SECTION 10: NOTICE REQUIRED; ADDRESSES**

Any notice to be given to either party hereto shall be by personal delivery, or by certified mail, return receipt requested and shall be deemed delivered when actual delivery is made in person, or when receipt is acknowledged, and shall be made to the party at the following address, which shall each be good until changed by notice of one party to the other:

Lessor:  
City of Morrison  
200 West Main Street  
Morrison, IL 61270

Lessee:  
Morrison Community Unit  
School District No. 6  
643 Genesee Avenue  
Morrison, IL 61270

IN TESTIMONY WHEREOF, the parties hereto have executed this instrument this day and year above written.

Lessor: City of Morrison, Illinois

Lessee: Morrison Community Unit  
School District No. 6

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Title

Attest:

Attest:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Title

