Morrison Junior High School Handbook

2019-2020





**Available on-line at** [**www.morrisonschools.org**](http://www.morrisonschools.org) **Junior High Page**

**Handbooks & Conduct Codes - Morrison Junior High School Student/Parent Handbook**

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**MISSION STATEMENT**

The mission of MJHS is to provide for the unique needs of early adults in

their transition to further education and the future. Our goal is to develop academic, social, emotional, physical, and aesthetic skills in a safe, nurturing, and challenging environment.

# ADMINISTRATION

Mr. Scott Vance, Superintendent

Mr. Joe Robbins, Principal

##### BOARD OF EDUCATION

Mrs. Cathleen Vegter, President

Mr. Jim Ridley, Vice President

Mr. Wolfgang Schmidt, Secretary

Mrs. Terri Wilkens

Mr. Gus Linke Jr.

Mrs. Laurie Helms

Mrs. Tricia Mickley

# MORRISON JUNIOR HIGH SCHOOL STAFF

Mrs. Jenny Anderson Physical Education Aide

Mrs. Sandy Bechtel Math

Ms. Stephanie Bergland Chorus

TBD 6th Health

Mrs. Diane Downs 6th and 7th Science

Mr. Mark Ernst 7th and 8th History

Miss Amanda Friel 7th ELA

Mrs. Jamie Harmon Art Education

Mrs. Kim Hunter Special Education Aide

Mrs. Sarah Lams 7th and 8th ELA

Mrs. Susan Ligons 7th and 8th Special Education

Mrs. Linda Limond 8th ELA

Mrs. Danelle McNeece Custodian

Mrs. Kolleen Pannier Office Manager

Mr. Jamie Rodriguez 6th and 7th History

Mrs. Jan Scott 6th ELA

Mrs. Stephanie Sheldon Library Supervisor

Mrs. Allyson Sidmann 6th and 7th Math

Mrs. Jennifer Stevenson District Librarian

Mr. Tyler Sutton Junior High and High School Band

Miss Christine Tichler 6th and 7th Special Education

Mr. Todd Veltrop Physical Education

Mrs. Maxine Wayne 7th and 8th Math

Mr. Dennis Weston 7th and 8th Science

 School Counselor

Mrs. Kathy Huizenga School Nurse

Teacher emails are available on the District’s web page or at (firstname.lastname@morrisonschools.org)

Example: joe.robbins@morrisonschools.org

# DISCLAIMER

The provisions of the student handbook do not constitute a contract, express or implied, between Morrison Junior High School and any student, student's family, or faculty or staff member. Morrison Junior High School reserves the right to change the policies, procedures, rules, regulations and information in the handbook at any time. Changes will become effective at the time MCUD #6 Administration and/or The MCUD #6 Board of Education so determine and the changes will apply to all students. The handbook is a general information publication only, and it is not intended to nor does it contain all regulations that relate to student behaviors.

# BELL SCHEDULES



##### General Information

# Absences

Parents or guardians are expected to call the school (772-7264) by 8:30 a.m. on the day of absence in order for an absence to be excused. Not notifying the school will result in an unexcused absence. Three unexcused absences will result in a truancy referral. To assist those parents/guardians who leave for work early, a voice mail system has been installed for the number noted above and is available 24 hours/day. If the school is not contacted, we will call home or work to verify the student’s absence. The phone call from parents will serve as official notice of absence. A note does not need to be sent. **No more than four pre-arranged absences will be allowed each school year. Pre-arranged absences beyond four days will be considered unexcused and will result in students receiving no credit for those days.**

##### Assignment Notebook

All students are issued an assignment notebook at the beginning of the school year. Each student is required to take the assignment book to study hall where the teacher will check it daily to see what assignments the student should be working on during the period. Students should also take the assignment notebook to each class with them. There is a $5.00 charge to replace an assignment notebook.

##### Backpacks/Purses

Backpacks and purses must remain in student lockers during the school day.

##### Cell Phone

Students do not need a cell phone on them during the day. All students may use the office phone for any necessary calls home. Cell phones can be used before school, during lunch (some restrictions apply) and after school. If a student needs to use their cell phone during the day they need approval from a staff member.  **If a student is not feeling well, they need to come to the office to see the nurse before making a call or sending a message to a parent to come pick them up. If a student does not check with the office or nurse first and a guardian comes to pick them up, the student will get an unexcused absence and MPD will be called for truancy.**

##### Chain of Command/Parent teacher communication

We want to solve any issues at the lowest possible level. Parents please speak to teachers first if you have a classroom issue. If you are not satisfied after speaking to the teacher, contact your building principal. School issues or questions can be brought to the principal. If you are not satisfied after speaking to the principal you may contact the superintendent. If it is necessary to speak to the School Board, the superintendent will provide the details for public comments at School Board meetings.

**Counseling**

##### All students may receive aid and assistance from the counselor. Students will find educational, vocational and social counseling

##### available. The counselor’s office is located next to the main office. Parents are also urged to become acquainted with the counselor.

##### Appointments may be made directly by students or parents may telephone or e-mail the counselor.

###### Drop Off

Students should be dropped off in the loop closest to Academic Drive and walk to the front of the building. There is one-way traffic into this loop. Outdoor supervision begins at 7:50 a.m. The Morrison School District is not responsible for students who arrive prior to 7:50 a.m. Students remain outside the building until 8:02 a.m. Students may enter only if a teacher has given permission. Students will be allowed in the building during inclement weather conditions.

##### Homebound/Hospitalizations

A student absent from school for more than two consecutive weeks because of health or physical impairment may receive 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/guardian request is filed in the office of the Superintendent. Instructional time will be provided for a minimum of 5 clock hours per week on days when school is in session.

**Homework Help**

##### When available homework help will be offered or recommended to students who need additional help after school. Students may come

##### voluntarily or staff may recommend to parents that their son or daughter can benefit. Homework help starts after school until 4:00 PM

##### with a MJHS staff members. Parents are responsible for arranging transportation for their children.

##### Library

MJHS offers full library services. Students may also use the library to study during homeroom and study hall. The following rule will govern student use of the library.

* Leave passes at the desk with the librarian when you first come into the library. Get it signed and take it when you leave.
* Stay on task – read, study, look for a book, use a computer. Do not socialize with others in the room.
* Do not leave the room for a drink of water, to go to a locker, etc. The librarian is responsible for you when you are here. You must ask to leave the room.
* Have all supplies with you when you come to study.
* Use the student catalog computers quickly. Others may be waiting their turn.
* Be polite. We like it when you come to see us and appreciate good behavior.
* Students are NOT allowed to use computers for game play, chat rooms, or emailing. Disciplinary action will be taken if

 school computers are used inappropriately.

* No gum or candy in the library.

##### Lost and Found

If items are lost, please report them to the office. Check for lost items in the school office, locker room or cafeteria. The article may be claimed by properly describing or identifying it. Any articles found should be given to a teacher or taken to the office.

**Parking Lot Procedures**

Only buses and staff vehicles are allowed in the MJHS parking lot between the Junior High building and Southside School during the following times: 7:40–8:05 a.m. and 2:45–3:15 p.m.

##### 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.

##### School Safety

Safety of the students in Morrison Community Unit District #6 is very important. During a fire drill, students are directed by their teachers to use the proper exits. The building is to be evacuated as quietly and orderly as possible. During a tornado drill, students will be directed to interior building locations where they will assume a seated, heads-between-the-knees position. When a lock down is announced, students will calmly go to the designated safety zone in the classroom and sit quietly until released by administration or the police. Each teacher has an emergency plan that outlines steps to take in a variety of emergency situations. If you wish to see the emergency plan please contact your building principal.

**Search and Seizure of Property**

The Board recognizes its responsibility to maintain order and security in Morrison Junior High School. Accordingly, administrators or 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. This may include routine searches utilizing dogs. If a search conducted in accordance with this policy provides evidence that the student has violated or is violating 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.

##### Scooters/Skateboards/Bicycles

Once students arrive at school, all personal transportation is to be parked in the designated area.

##### Visitors

Morrison Junior High School is open to authorized visitors only. ***All visitors, including parents, must report to the office and register.*** They may be issued and must wear a visitor badge.

* Parents or guardians are welcome to attend classes. Arrangements to visit should be made with the teacher. Please contact the teacher well in advance (minimum 24 hours) so a mutually convenient time can be scheduled. Visitations will not be scheduled during testing or when classroom instruction might easily be disrupted.
* Student visitors are not allowed at MJHS unless the teacher agrees to utilize them as resource people during classroom instruction.
* Visitors that fail to check in at the office may lose privileges for admittance to MJHS.

##### Volunteers

Volunteers are a positive influence on our students and have much to contribute to our school. Many different volunteer roles are available at MJHS. Adults, please consider being a volunteer at MJHS. Interested adults should contact the MJHS Office.

##### Weather/School Closing

In the event that school is closed due to inclement weather local media will be notified. Sterling and Clinton Radio stations are contacted as well as Quad City television stations. Our District web page will also post any changes in the schedule. The media is contacted in the event of an early release or delayed start. Parents can register to receive email and phone text messages

via skylert. Call the school office with your contact preferences. When a full day of school is missed emergency days will be used at the end of the year.

# School Sponsored Activities

# Assemblies

At all assembly programs, students are to sit in the section assigned. Proper respect is to be given to people on the program. Talking, booing, whistling, unison clapping, and stomping of feet are not allowed. Students who are disruptive to the environment may be asked to leave and disciplinary action may be taken.

##### Eligibility for Dances and Reward Trips

A student may not be able to attend dances and may lose the privilege of attending a school sponsored field trip during the same semester he/she has been suspended. Decisions to withhold students from educational or reward field trips will be based on behavioral/safety concerns. The school administrators and teachers will determine eligibility, with the principal making the final decision.

##### Participation in School Activities

If a student is absent from school due to illness they are unable to attend any after school activity that day. If they show up without administration approval they will be asked to leave. IF they refuse to leave MPD will be called. Students missing school for an unexcused reason will not be allowed to participate in any school activities on the day of the absence unless given permission by the building administrator. Students must be in school a minimum of one-half day in order to participate in any extra-curricular activity that day. The one-half day of attendance shall be the last half of that school day unless previous arrangements have been made with the principal.

**Rights and Responsibilities**

##### Each student may expect:

-A free and appropriate education.

-Due process involving any disciplinary action.

-A safe environment conducive to learning.

**Each student is responsible to:**

-Learn and follow the rules and regulations established by the Board of Education and implemented by school personnel.

-Respect the rights and individuality of others.

-Refrain from taunting, bullying or harassing others.

-Dress appropriately. (Appearance shall be safe, clean, and not disrupt the educational process).

-Come to school on time every day.

-Go to all classes, bring the needed books and supplies, and do your best on all school assignments.

-Refrain from behavior that disrupts the educational process.

-Respect the authority of school personnel in maintaining discipline in school and at school-sponsored activities.

-Respect and maintain school and private property in accordance with school rules

##### Parents/guardians may expect:

-Information concerning the lawful policies, procedures, rules and regulations established by school authorities.

-A safe environment conducive to learning.

-To have access to his/her child's school record according to District guidelines.

-The right to request and be granted a conference with the teacher and/or Principal.

**EDUCATIONAL RECORDS:** A local district is responsible for protecting the confidentiality of your child’s educational records. As a parent, you have a right to inspect and review any educational records relating to your child which are collected, maintained or used by the district. The district shall comply with a request to review the educational record without unnecessary delay and before any meeting relating to the identification, evaluation, or placement of the student and, in no case, more than 15 school days after the request has been made.

The right to inspect and review educational records includes: • The right to a response from the school district to reasonable requests for explanations and interpretations of the records; • The right to have your representative inspect and review the records; and • The right to request that the school district provide copies of education records if failure to provide those copies would effectively prevents you from exercising your right to inspect and review the records at a location where they are normally maintained. A local school district may presume that you have authority to inspect and review records relating to your child unless the school district has been advised that you do not have the authority under applicable state law governing such matters as guardianship, separation and divorce. If any education record includes information on more than one student, you will be allowed to review only the information relating to your child or to be informed of that specific information. A local school district must provide you, upon request, a list of the types and locations of the educational records collected, maintained or used by the district.

**Fees for Searching, Retrieving, and Copying Records**: A local school district may not charge a fee to search for or retrieve information. However, a local school district may charge a fee of not more than $.35 per page of the record which is copied if the fee does not effectively prevent you from exercising your right to inspect and review those records.

**Record of Access:** A district may only release information with your consent unless otherwise allowed by state or federal law. A local school district must keep a record of parties obtaining access to educational records collected, maintained or used (except for parents and authorized employees of the local district), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

**Amendment of Records at Parent’s Request:** If you believe that information in your child’s records are inaccurate or misleading or violates your child’s rights, you may ask the school district to amend the record. The local school district must decide whether to amend the information within 15 school days from the date of receipt of your request. If the district refuses to amend the information in accordance with the request, it must inform you of the refusal and advise you of your right to a records hearing as set forth below. The school district must, upon request, provide you with an opportunity for a records hearing to challenge information in your child’s records. This is not a due process hearing and is not held before a hearing officer appointed by ISBE; rather it is a hearing held at the local level. If, as the result of a records hearing, it is decided that the information is inaccurate, misleading or violates your child’s rights, the school district must amend the information and inform you in writing that it has done so. If, as a result of the records hearing, it is decided that the information is not inaccurate, misleading or violates your child’s rights, the school district must inform you of your right to place a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the school district. Any explanation placed in the records of your child must be maintained by the school district as part of your child’s records for as long as the record or contested portion is maintained by the school district. If the records are disclosed by the district to any party, the explanation must also be disclosed.

-Regular student progress reports.

**Each parent/guardian is responsible to:**

-Make sure that your child has the necessary supplies and has completed all physicals and immunizations at the beginning of the year.

-See that your child attends school in accordance with Illinois State Laws and arrives on time.

-Be aware of and follow District policies and building rules, traffic laws and regulations concerning your child.

-Be aware of academic and behavioral requirements in the classroom.

-Meet the physical needs of your child including nutrition, clothing, proper rest, hygiene and healthy home environment

-Know your child's teachers and not hesitate to contact them. When a question/concern arises regarding any class, the first contact should be with that teacher. The second contact would be the building Principal.

-Take an interest in your child's academic progress and discuss it frequently with your child.

-Know when progress reports and report cards are due and discuss them with your child.

-Encourage the involvement of your child in extra-curricular activities.

-Call the school by 8:30 a.m. if your child will be absent or tardy. If a phone is not available, a written note the following day is required.

-Provide a quiet, well lit and otherwise suitable setting at home for doing homework at a pre-set time.

-Support your child through your attendance at open houses, parent-teacher conferences, student performances, awards ceremonies, and school support organizations.

-Set the example. If you value school, show it by your actions.

-Provide and maintain current home and emergency contact information.

-Follow the process for resolving issues listed in the front of the book.

##### School Personnel are responsible to:

-Treat all students fairly, consistently, and with dignity.

-Know and accurately follow discipline guidelines as established by District policy.

-Make school rules and regulations contained in a handbook available to all students and parents.

-Notify the appropriate authority of criminal violations by students.

-Implement intervention procedures with his/her jurisdiction through available means; e.g. staff development, special counseling procedures, and programs.

-Notify parents in a timely manner of any significant violation of discipline policy when the offense requires more than an initial reprimand.

-Communicate regularly with parents/guardians through a variety of means including report cards, progress reports, newsletters, phone calls, email, and parent conferences.

-Call parents if child is absent and the parent has not called by 9:00 a.m. On the third day of absence with no parent contact, if the school has not been able to reach the parent/guardian by phone, a letter will be sent.

##### The Board of Education is responsible to:

-Hold students accountable for disorderly conduct on the way directly to and from school and at any school function.

-Hold parents or guardians liable for all damages caused by their child or ward.

-Review any disciplinary action taken by school personnel.

-Expel students from school for a serious violation of school policy guidelines.

**Student's Policy/Procedures**

# Appearance-Dress Code Summary (see Behavior Code for more specific information)

Students are expected to wear appropriate body covering clothing. The following are prohibited:

-Clothing or accessories that are revealing, display vulgar writing, or symbols that are sexually suggestive

-Clothing or accessories that advertise alcohol, drugs, tobacco products, or display discriminatory and inflammatory messages.

-Any gang related clothing or accessories.

-Headgear (hats, caps, hoods, head scarves, do-rags, etc.) and sunglasses may not be worn in the building.

-Shirts and tops with large arm openings that show undergarments or chest are not allowed. Shirts must have two shoulder straps. During normal activities, tops should cover all of a person's torso without showing any bare midriff even when sitting or bending over.

-Jewelry that is deemed unsafe or inappropriate or disruptive to the educational program is not allowed.

-Wallet chains are not allowed.

-Tights and leggings must be covered by the clothing of the appropriate length.

-Pants, shorts and skirts that are low on the hips and sag, are too short, display undergarments or body parts are not acceptable.

-No undergarments of any kind should be showing at any time.

- Students wearing clothing that appears to be too revealing will be asked to change into different clothing provided by the school or may call home for more appropriate apparel.

- Repeated offenses will result in discipline measures.

##### Beverages, Candy and Food

Students are not allowed to eat or drink beverages in classrooms or the hallways due to the possible attraction of pests. If the teacher provides any of the items above, the items are to be consumed in that teacher’s classroom.

##### Books and Chromebooks

##### Textbooks are loaned to students each year. Chromebooks may be checked out on an as needed basis. Students are responsible for the books and equipment checked out to them. A fine will be assessed for damage or loss of books or equipment. The cost to the student for lost or damaged texts will be determined by the condition of the book at the time of the loan. Please see the Chromebook policy for information on lost or damaged Chromebooks.

##### Cell Phones or Personal Electronic Devices

**Cell Phones and Other Electronic Devices**: The possession or use of cell phones and other electronic devices are subject to the following rules: They must be kept off or silenced. MJHS recommends phones be placed in the student’s locker from 8:02 a.m. until the end of the student’s school day. If a student does choose to carry their cell phones with them, they are not to be seen or heard during the school day. Students caught possessing a cell phone or other electronic devices will be subject to the following rules at the start of every quarter.:

* 1st offense item taken away and returned at the end of the day and serve a detention
* 2nd offense item taken away and returned to parents or other adult only and serve a detention
* 3rd offense item taken away, student will turn phone into school office when arriving at school and pick up when leaving. (failure to do so will result in an in school suspension

**Electronic study aids and ebooks may be used during the school day if**:

Use of the device is provided in the student’s IEP, or permission is received from the student’s teacher.

Examples of electronic devices that are used as study aids include iPads, e-readers, and laptop computers. Examples of electronic devices that are not used as study aids include: hand-held electronic games, MP3 players, iPods, and cellular telephones. MP3/iPod players are not to be played anytime during the school day. (8:02-3:05) They must be kept in a student’s locker. The school district is not responsible for the loss or theft of any electronic device brought to school.

##### Free Time

Time in the morning and during lunch is set aside as recess time. Students need to follow all school rules during recess times. Recess time may be removed at teacher or principal discretion. In the morning after being dropped off by the bus or parents, students are not allowed to leave school property. Students who wish to run and/or play before school need to do so in the grass area far away from the sidewalk to prevent any type of injury to bystanders.

**Gum**

Students are allowed to chew gum at teacher discretion. If it becomes a distraction or a teacher deems it to be unsafe, they must throw it away.

 **Hall Passes**

Students must have their assignment notebook signed on the back page or a hall pass to be in the hallway between classes. Being in the halls without a pass may result in a detention. Students who need to see a teacher in the morning need to get a pass to enter the building.

##### Homework

Daily MJHS assignments are posted on our school website and on Google Calendar. Please visit the website, <http://www.morrisonschools.org/mjh.html#assign> to view current and past homework assignments. Several teachers also use the “Remind”app that sends messages to parents about homework. Please check with your child’s teachers to see if they use this app.

##### Lockers

Each student is assigned a locker with a combination lock for his/her use only. Lockers are not to be switched. Students are to use only the locker assigned by the office. The locker combination should be kept secret, the locker needs to be locked when not in use, and the locker kept neat at all times. The student is to contact the office or the custodian with any locker difficulty. Lockers are subject to search, and Morrison Junior High School reserves the right to inspect and retrieve school property, library books, materials, tools, and items that are against school and state regulations. Lockers are the property of the school and are to be used with care. When receiving a locker each student expressly consents to having the contents of his/her/locker searched. They are provided for students to store school books, school supplies, lunches, clothing, etc. The lockers have limited space and that space should be used only for school related materials. Lost P.E. locks must be replaced at the student’s expense.

##### Make-Up Work

**Students are responsible for arranging make-up work/tests with the teacher.** 2 days of make-up time is allowed for each missed day**. IE: If you are gone on a Tuesday, and receive the missed work on Wednesday, it would be due on Friday.** Parents are encouraged to visit our website, <http://www.morrisonschools.org/mjh.html#assign>, to check for daily assignments and announcements. Parents may arrange to pick up assignments from the office and books from the student’s locker after school.

**Pre-arranged absences: Work for pre-arranged absences will be turned in on the first day back unless other arrangements have been made with the teacher.**

# Morrison Junior High School Discipline Management Plan

Morrison Junior High School will utilize the District’s Discipline Management Plan as outlined in the school agenda. The management Plan is a systematic blueprint designed to guide teachers in dealing with student behavior. This plan enables one to assertively communicate expectations, to identify the behaviors to be changed and to explain the consequences for compliance or non-compliance.

STUDENT EXPECTATIONS:

1. Be in room ready to work when the bell rings or when the teacher closes the door.
2. Bring necessary materials to class..
3. Keep hands, feet and objects to yourself.
4. No swearing, cruel teasing, rude gestures, bullying, or put-downs.
5. Follow teachers’ directions.

**Detentions**

Pursuant to board policy, detentions will be assigned at the discretion of the teachers and the principal. Detentions will be served under the direct supervision of the teacher assigning the detention or in accordance with the teacher detention schedule. Students detained after school are to be dismissed 30 minutes after arriving for detention. For after school detentions,students will be given the choice of serving the detention on days which the teacher is available.  **Parents may be notified by phone, writing, or email. Please make sure you are signed up to receive notifications from skyward.**

**The following rules are to be enforced during detention:**

* students should arrive no later than 3:10PM
* If a student is more than 10 minutes late, the detention is considered skipped and the student will serve the current detention plus an additional detention. If a student is late without an excuse he or she will serve the current detention plus an additional detention. The student is to bring enough work to remain busy the entire detention.
* The student is to remain in the assigned seat for the entire period.
* Talking is not allowed.
* Electronics of any kind are not allowed unless permission is given by the teacher.
* The student must keep his/her head up, not resting on the desk.
* The student must be quiet and cooperative for on-time dismissal.
* Misbehavior results in the assignment of another detention.

**Discipline**

* Corrective discipline will be used when students fail to follow the expectations and guidelines during or in the nexus of the school day. Students whose behavior disrupts the educational day for a variety of reasons may be subject to some, but not limited to the following consequences: loss of privilege, parent meeting, detention, Saturday detention (8:00am to 12:00pm) in-school suspension, out-of-school suspension, expulsion. MJHS administration will make the final determination on consequences for any infractions during the school day or in the nexus of the school day.
* Students that accumulate multiple disciplinary referrals each quarter may be subject to more intense corrective discipline.

**Homework Completion**

Homework is an important part of the learning process. When homework is assigned, it is expected to be completed. The junior high does not have a set policy on homework completion. Teachers set their own policies. Some teachers will allow students to turn in late work with no penalty. Others will take a percentage off. Some will not allow missing work to be turned in for a grade. Please make sure you read over each teacher’s expectations that are given to your student at the beginning of the school year. **Completing homework on time will avoid any issues. Students may receive corrective discipline for missing work.**

**Academics**

##### Academic Integrity

Morrison Junior 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 Junior High School prohibits academic dishonesty. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. During the first few weeks of classes, teachers will clearly define honest and dishonest academic work in their classes. Teachers will inform students of procedures and practices relating to examinations, homework and class work. 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 is not limited to the following:

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

##### Grading and Promotion

##### Grade Reports

Grade reports are posted to Skyward Family Access at the end of each of the four grading periods.

Hard copies are sent home to those that have requested them.

Progress reports are posted to Skyward Family Access at mid-term of each grading period.

Parents can also access grades online at any time. Parents should monitor grades during the course of the year.

If you are unable to access your student’s grades, please notify the school for assistance.

##### Honor Roll

After each grading period, a list of students who are on the honor roll will be published. To qualify for the High Honor Roll, a student must have an overall average of 3.7 or above in all subjects listed on the report card. To qualify for the Honor Roll, a student must have an average below 3.7 but at least 3.2. At the same time, the student must not have a “U” in study hall.

A grade point average is determined by adding the number value (A=4, B=3, C=2, D=1, F=0) then dividing by the number of subjects.

Example:

 Reading B = 3

 Math A = 4

 History B = 3

 English A = 4

 Art A = 4

 P. E. B = 3

 Science B = 3

 24 grade points

24 Divided by 7 = 3.42 GPA

##### Promotion and Retention

To advance to the next grade level, students must demonstrate an understanding of the skills and concepts in the grade they are currently in. Students must be able to perform adequately at the next grade level. If MJHS faculty and staff determines that a student does not possess the skills needed to be promoted, the student may be retained in the current grade level. Final decision will be made by MJHS administration.

Factors that will contribute in the decision to promote or retain are , but not limited to: classroom grades, assessment scores, standardized assessment scores, universal screeners, teacher recommendations, and any special factors that may contribute to a student success in the classroom.

S**tudents that do not adequately show the skills and abilities for promotion in English, Math, History, Science and/or Reading/Literature may be required to attend and pass an approved summer school program in order for promotion to the next grade. Summer school participation will be determined by MJHS administration.**

A student must be receive a minimum of 6 credits for the academic year. **Credit will be determined by a student receiving an overall percentage of 60% or higher for each class.**  \*One credit will be given for each year-long class which is completed with a passing grade for the year. One half credit will be given for each semester class which is completed with a passing grade. This will be combined with another passed semester class to equal one credit. One fourth credit will be given for each quarter class which is completed with a passing grade. This will be combined with three other passed quarter classes to equal one credit.

If a student has not fully met promotion requirements, the below matrix will be used to determine educational placement for the next school year.

<https://docs.google.com/spreadsheets/d/1iwvdlnTmsNtHrHyv4E9hMm0yUmRGuKcP1GDQaTMB1d8/edit#gid=0>

##### Extra-Curricular/Student Activities

**Activities**

Morrison Junior High offers several opportunities to join school activities. MJHS offers the following extra-curricular activities: girls’ volleyball, boys’ basketball, wrestling, girls’ basketball, swimming, quiz bowl, jazz band and track. MJHS belongs to the Tri-County Conference and competes against Riverdale, River Bend, Rock Falls, Prophetstown-Lyndon-Tampico, and Erie. We also set up non-conference games throughout the season.

# Activity Fees

There are special activity fees placed on students participating in extracurricular activities. The fee is $75 for the first activity, $50 for the second activity, and $25 for the third activity. The fee for Jazz Band, Quiz Bowl and Cheerleading is $25. Fees must be paid prior to the first meet/game.

##### Athletic Policy Requirements

Each student wishing to participate in athletics must have on file proof of a physical examination less than a year old, a permission slip signed by the parent or guardian and proof of medical insurance or a signed waiver. All documents must be on file in the school office before any athlete may actively participate in practice sessions.

##### Attendance Games and Practices

Practice is mandatory and participants must notify the coach/advisor if he/she is not going to be at practice on a given day. Exceptions: (a) at home ill or went home ill during the day, family emergency and could not come to school or had to leave school early because of the emergency (b) other reasons deemed appropriate by the school administration (i.e., academic or legal) or the coach. If an athlete has to miss a practice while in attendance at school, he/she must tell the coach(es).

##### Eligibility

Age restrictions are required for interscholastic sports as Morrison is part of an athletic conference and must comply with its rules. They are as follows:

* A student shall be eligible for the seventh grade team through age fourteen (14) unless the student shall become fifteen (15) during a sport season in which event eligibility shall terminate on the first day of such season.
* A student shall be eligible for the eighth grade team through age fifteen (15) unless the student shall become sixteen (16) during a sport season in which event eligibility shall terminate on the first day of such season.

A preliminary eligibility list will be available on Thursday of each week except for the first two weeks of each quarter. The name of each student with an “F” average must be noted no later than Friday of that week to be considered. Eligibility requirements will start the second week of practice for each sport. The grade to be used will be a cumulative average for the nine week period as of that date.

One F will make the athlete ineligible for the entire upcoming week (Monday - Saturday). Students who are ineligible will complete homework assignments during practice for the first 45 minutes and rejoin the team at 4:00 PM . A student who receives special education services who has an “F” in a regular education class will have his/her case reviewed.

During the week a student is ineligible, a teacher has the right and authority to remove him/her from the eligibility list if there were circumstances that either lead to the ineligibility or circumstances that prevented the student from becoming eligible.

Any substance abuse (smoking, alcohol, drug use) reported by a staff member, police officer, officer of the court, the student’s own parent(s), or photographic and/or written evidence will result in the athlete being ineligible for 1/3 (33%) of that season. If one third of the season of the sport does not remain, the remainder of the time will be deducted from the next activity the student participates in. The second offense will result in the athlete being ineligible for the remainder of the year.

Athletes who have behavioral problems at school will be subject to loss of playing time and/or coaches’ determined consequences.

Students who are unexcused from school will face the following consequences:

* 1st unexcused absence: student will lose playing time in the following game/event
* 2nd unexcused absence: student will not play in the following game/event
* 3rd unexcused absence: student will be suspended for a period of time and may be dismissed from the team permanently.

A participant who has a detention must serve the detention on the assigned date regardless of whether or not he/she will miss a practice or a game. Detentions take precedence over athletic obligations. A student may participate after serving his/her detention. If an athlete is absent the full day of an athletic contest, he/she will not be allowed to participate in that contest. Students must be in school a minimum of one-half day in order to participate in any school activity that day. The one-half day of attendance shall be the last half of that school day unless previous arrangements have been made with the principal. Possible exceptions to the rule are a funeral or doctor’s appointment, which case will be determined by the principal. Regular practice sessions will be held on Monday through Friday. There is no authorized Sunday practice.

Students are to be picked up no later than 10 minutes after the conclusion of practice. Examples:

1. Arrange for student to ride home with someone else.

2. Have students walk to a relative’s house in town for pick-up.

School supervision ends at 5:15 PM on practice nights and announced time on competition nights. Please be considerate because coaches remain with students until they are picked-up. There will be no practice sessions or games if school is canceled.

##### Athletic Trips

The athlete shall travel to and return from scheduled contests on an authorized bus for carrying players unless arrangements have been made by the parent with the coach. Acceptable arrangements include:

The parent/guardian picks up the student.

The parent/guardian wishes the student to ride home with another adult.

In either case, a written note from the parent/guardian is necessary. Students cannot be released from riding the bus by oral request.