



General School Procedures

2023-2024

- School Day: Normal Day – 8:00am–3:00pm / Early Dismissals – 8:00am–11:00am
- Drop-Off and Pick-Up Procedures: Students may be dropped off beginning at 7:15...In the interest of student safety, please drop off students: Buses – 3rd Street / East side; Cars – 2nd Street / West side or 3rd Street. Once students have arrived on school grounds, students are to enter the gym through the North side of the building and are not permitted to leave campus. Students who arrive after 8:00 should enter through the main door.
- Cell Phones (and all electronic devices): Kept off and in locker during school day.
- Attendance Line: 309-284-5000. Please call when your student will be absent by 8:00am.
- Doctor Appointments: Parents are asked to send a note to the office on the day of appointment. This note acts as the student's pass out of class and will guarantee your student will be in the office waiting for you upon your arrival.
- Limited Excused Absences: Limited to 5 days total for year; submit form electronically via website five days prior to absence when able.
- Lockers: Students are assigned two lockers: hallway and PE. Students are not to share their locker or their locker combination with anyone. Locking your PE locker will guarantee one's belongings will not be stolen.
- Student ID's: Required to carry at school. Necessary to check-out books, purchase lunch, and to verify name to staff members.
- Bus Riders: With transportation approval, students may occasionally ride a different bus. Drop off note in the main office before school for approval; non-bus riders are prohibited from riding.
- After School: Students are to clear the hallway by 3:15 after school. Students are not allowed to leave school grounds and then return to catch the bus.
- Activity Fee: Participation in any activity (athletic or co-curricular) requires an activity fee to be paid and covers all activities in which a student participates. This fee can be paid in the office (or at registration) and must be done prior to the first contest.
 - Covered activities include:
 - All IESA activities (athletic teams, speech, chess, scholastic bowl)
 - Musical and music groups (jazz/pep/marching/concert bands, choir/limited edition, and orchestra/junior prelude).
- Athletic Eligibility: Students failing any class will be ineligible to participate in contests. Students are allowed to practice and attend contests with coach approval.
- Athletic Participation: All students participating in inter-scholastic athletics must register (il.8to18.com/mortonjhs) online and have a current physical exam on file in the office.
for complete handbook, visit morton709.org