WELCOME TO MANUAL HIGH SCHOOL
“The Heart of the South Side”

811 S. Griswold
Peoria, IL 61605
309-672-6600
309-672-6607 fax
www.psd150.org/manual

Principal: Mrs. Devon Hawks
Asst. Principal (10th & 11th): Mr. Darrell Jackson
Asst. Principal (9th & 12th): Mrs. Mary Jo Newman-Evans
Counselor (9th Grade): Mrs. Kendra Robison
Counselor (10th-12th): Mrs. Nicole Burrell
Counselor (10th-12th): Mrs. Sheila Stewart
Special Education Coordinator: Mrs. Amanda Rutledge
Athletic Director: Mr. Timothy Kenny
Campus Police: 672-6600 Ext. 50161

Counseling Center 672-6600 Ext. 50150
Methodist In-School Health 495-8509
School Nurse 495-8509
## 2021-2022 Manual High School Bell Schedules

### Manual Regular School Day Schedule
2:00pm Dismissal

<table>
<thead>
<tr>
<th>Hour</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Hour</td>
<td>7:30-8:20</td>
</tr>
<tr>
<td>2nd Hour</td>
<td>8:25-9:10</td>
</tr>
<tr>
<td>3rd Hour</td>
<td>9:15-10:00</td>
</tr>
<tr>
<td>4th Hour</td>
<td>10:05-10:50</td>
</tr>
<tr>
<td>Lunch</td>
<td>In Class</td>
</tr>
<tr>
<td>5th A</td>
<td>10:55-11:20</td>
</tr>
<tr>
<td>5th B</td>
<td>11:25-11:50</td>
</tr>
<tr>
<td>5th C</td>
<td>11:55-12:20</td>
</tr>
<tr>
<td>6th Hour</td>
<td>12:25-1:10</td>
</tr>
<tr>
<td>7th Hour/ Advisory</td>
<td>1:15-2:30</td>
</tr>
</tbody>
</table>

### Manual HS Half-Day Schedule
10:30 am Dismissal

<table>
<thead>
<tr>
<th>Hour</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Hour</td>
<td>7:30-7:54</td>
</tr>
<tr>
<td>2nd Hour</td>
<td>7:58-8:20</td>
</tr>
<tr>
<td>3rd Hour</td>
<td>8:24-8:46</td>
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<tr>
<td>4th Hour</td>
<td>8:50-9:12</td>
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<tr>
<td>5th Hour</td>
<td>9:16-9:38</td>
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<tr>
<td>6th Hour</td>
<td>9:42-10:04</td>
</tr>
<tr>
<td>7th Hour</td>
<td>10:08-10:30</td>
</tr>
</tbody>
</table>
MANUAL MARCHING SONG
When you’re marching for old Manual, you had better march like men,
For every mile you march with her, you’ll wish for eight or ten
When you’re marching for old Manual, your four years won’t be long,
And then you’ll wish you were back again, to sing her marching song

Marching for old Manual / A worthy road we tread
The heart is beating high / And the blood runs red
We’re all young together / And the best of life’s ahead
When you’re marching for old Manual
I. ACADEMICS

POSITIVE LEARNING ENVIRONMENT
Manual High School promotes a “Positive Learning Environment.” It is our desire to create an atmosphere that is conducive to learning. To that end, we have developed a school-wide plan to govern our school’s environment. Below are the school-wide expectations that govern the school.

All students and staff will follow the RAMS Way:
- Respect yourself and others
- Act responsibly
- Model Safety
- Strive to Learn in EVERYTHING YOU DO!

Competency-Based Education (CBE)
Competency-Based Education is a method for students to advance and master skills at their appropriate challenge level to prepare students for life beyond graduation by developing the skills sets and mindsets to be successful.

MULTI TIERED SYSTEMS OF STUDENT SUPPORT (MTSS)
As a school-wide initiative, the goal is to develop interventions and procedures to promote greater student success. Staff will provide additional support to ensure student success and the Manual High School MTSS team will develop and implement a range of interventions including, but not limited to parent contact (both in person and via phone), “check and connect,” and student contracts.

CREDIT RECOVERY
If a student fails a class or is behind from a past failure, the student may be assigned a credit recovery class into his/her schedule in order to keep them on track for graduation.

GRADING AND PROMOTION – ALSO SEE DISTRICT POLICY
*This section is subject to change due to changes in district policy.

Manual High School will follow the District Grading Policy.
Parents shall be notified whenever a student’s work is unsatisfactory. Notification may be by formal or informal reporting procedures.

Plagiarism
Defined: “Wrongful appropriation” and “stealing and publication” of another author’s “language, thoughts, ideas, or expressions” and the representation of
them as one’s own work
“To be liable for plagiarism, it is not necessary to exactly duplicate another’s literary work, it being sufficient if unfair use of such work is made by lifting of a substantial portion thereof.”

Consequence: Failure on the assignment (theme, book report, essay, research paper, homework, etc.) but with the option to complete another assignment on a different topic and thus to meet course requirements. However, the grade for the assignment in question is to remain an “F.”

Assignment of Credit and Classification for Graduation:
Credit will be assigned to students who have successfully completed the course requirements and earned a passing grade.

Promotion Requirements
Students will be required to meet current promotion requirements for students as determined by Board policy 6.280AP:
- Grade 9 to 10 – a minimum of 6 units cumulative must be earned
- Grade 10 to 11 - a minimum of 12 units cumulative must be earned
- Grade 11 to 12 - a minimum of 18 units cumulative must be earned
- Graduation - a minimum of 24 units and successful completion of any other state standards must be earned according to School Board Policy

Grade Point Average
A student’s grade point average (GPA) will be calculated with the average of all courses completed. GPA will be based on a 4.00 scale.

GRADUATION REQUIREMENTS
- 4 credits: English Language Arts
- 3 credits: Mathematics (Algebra & Geometry)
- 3 credits: Social Studies including Gov., Econ., US History
- 2 credits: Science
- 2 credits: Physical Education/Health/DE
- 1 credits: Music/Art/Foreign Language/Vocational
- 9 credits: Electives

GRADING CATEGORY WEIGHTING
There are no quarter grades that are calculated into the semester grade. Semester grades are calculated for the entire semester and weighted by the following category breakdown.
- 15%-Formative assessments
- 65%-Summative assessments
- 10%- Midterm Exam
- 10%- Final Exam
**GRADING SCALE**
Grades will be determined by the following percentages by the semester breakdown.
- 100-90 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- 59% or less = F

**GRADUATION**
Earning a diploma is a right of all students who have completed the necessary course work. However, participating in the graduation ceremony is a privilege for those students who have represented themselves and Manual High School in a positive manner. The Administration reserves the right to determine a student’s participation in the graduation ceremony.

**All-School Eligibility**
- Applies to attending events such as: sports, dances, productions, etc.
- Student must present school ID to verify eligibility.
- All-School eligibility applies to any events or games for PHS, MHS or RHS.

Eligibility for each grading period is based on the following:
1) Student failing 2 or more classes
2) Student with 2 or more suspensions
3) Student suspended for fighting

**MID TERM AND FINAL EXAMS**
Quarterly, students are given exams in each of their classes. Each exam (midterm and final exam) will count towards 10% of their semester grade average. Exams are given each quarter on a scheduled date. Students have the opportunity to waive final semester exams per Board of Education policy.

**ACADEMIC HONORS**
At Manual High School, we believe in honoring the academic achievements of students. Therefore, Manual High School will use a system of three levels of acknowledgement:

**HONOR ROLL**
Honor Roll is determined by a student’s GPA using the traditional 4 point scale.
- A student must earn a GPA of 3.0 or higher out of a possible 4.0.

**HIGH HONOR ROLL**
- Students must earn a GPA of 3.5 out of a possible 4.0.
PRINCIPAL HONOR ROLL
• Students with all A’s qualify for the Principal’s Honor Roll.

PROGRESS REPORTS
Progress reports are official notification of student progress at the midpoint of each grading period. They are issued after approximately the 4th week of each quarter. Please notify your Counselor if you do not receive one.

PARENT CONFERENCES
Parents may request a conference at any time to discuss student’s progress by calling either the counselor or the Assistant Principal or by contacting the teacher directly.

REPORT CARDS
Quarterly progress reports will be distributed to the student at the end of 1st and 3rd quarter. Final Semester report cards will be mailed to the student’s primary home address at the end of 2nd and 4th quarter. It is important to make sure the school has the correct information. If a report card is not received at home at the end of each nine weeks, please call the Counseling Center or the administration.

FAMILY ACCESS
Students and their parent/guardian can sign up for access to student information on the Peoria Public School Website (www.psd150.org) This allows students and parents to stay informed regarding attendance, grades, and discipline. Forms are filled out at registration or picked up from your child(s) school and filled out at any time during the school year. We encourage all Manual High School families to participate in this program as an additional way to support your child.

II. ATTENDANCE
Good attendance expectations and the Attendance Plan are taught to all students. Parents/guardians are expected to understand and support the plan, by sending children to school every day.

Unexcused absences, as used in Peoria Public School Board Policy 7:70 are defined as being absent without valid cause for a school day or a portion thereof.

Manual High School will follow the district’s policy (board policy 7:70 AP) with regards to actions for truancy. Because we care, letters, parent conferences, and other supportive services will be provided to assist in
student success. Information regarding the full policy is posted on the district’s website along with being placed in the district’s calendar given to all families.

Excessive truancy/unexcused absences, as used in Peoria Public School Board Policy 7:70, are defined as having (9) nine unexcused truancy absences over a 180-day period. When a student accumulates excessive unexcused truancy absences (9), he/she will be declared a chronic truant.

ATTENDANCE PLAN: Every Student, On Time, Every Day, Ready to Learn
If a student has accumulated more than 10 absences of any kind (excused and/or un-excused), they MUST provide valid note from Dr.’s office, hospital, court officer, or college official accounting for the days they were absent.

Accumulation of 20 absences could lead to being dropped from Manual High School and placed in an alternative setting.

**ARRIVING LATE TO SCHOOL**
Students should be accompanied by a parent/guardian if arriving to school after 9:30 am.

MANUAL HIGH SCHOOL TARDY POLICY (BY CLASS PERIOD)
At Manual High School, it is the expectation for students to make it to class on time to be successful learners. Random sweeps will be conducted throughout the day to assist our students in maximizing the learning opportunities. Consequences for being Tardy will be handled by administration.

HALLWAY PASSES
Students have 5 minutes between classes in which they are expected to use the restrooms and go to their lockers if needed. Passes will only be issued at teacher discretion. Students with medical issues will be handled on a case by case basis.

REPORTING ABSENCES
Legal Guardians are expected to notify the school via phone, in writing, or via email each day their child(ren) is absent.

Notification must include:
(1) the name of the student,
(2) the dates of the absence,
(3) a number where parent/guardian can be reached if there are any questions,
(4) the reason for the student’s absence,
(5) the parent or guardian signature

All calls or notes MUST be received within 48 hours of the absence in order to be excused. Excused absences will allow a student two (2) school days in which to make-up any missed work. If a student fails to return to
school without a note, the absence will remain unexcused and he/she may not receive full credit for the homework missed on day(s) of absence.

**BEING EXCUSED FROM SCHOOL DURING THE DAY**

Any student who wishes to be released during the school day for any reason must submit a note from their parent or guardian before school to the attendance clerk in designated area. This note must include the student's full name, year in school, reason, time and date of the student’s requested release from school. **For safety reasons Manual High School staff will ONLY release students to authorized persons listed on their emergency card submitted by the legal guardian.** Phone requests will only be accepted if we can verify the identity of the caller. All persons picking up a student must have a valid photo ID (i.e. driver’s license, government issued ID). Please, keep your emergency contacts updated and keep phone numbers current on Skyward. If you need help, please contact the Attendance Secretary, Mrs. Russell, for more assistance.

**Doctor and/or dental appointments**

When possible, parents/guardians should try to arrange all doctor and dental appointments after the school day has ended. Any student who wishes to be released during the school day for a doctor or dental appointment **MUST submit a note from his/her parent or legal guardian to the front office or call the school before school begins the day of the request. A note signed by the doctor or dentist’s office must accompany the student upon returning to school for the absence to be excused for medical reasons.** If the student returns without this verification, his/her absence will be unexcused until verification is received from the doctor/dentist office.

Extenuating circumstances must be communicated to a school administrator.

**Illness during school day**

Should a student become ill during the school day, he/she MUST adhere to the following procedure which has been established by Manual High School and the health center. Since students will only be seen by the Methodist staff/school nurse with a proper pass and appointment, students must go to class, inform their teacher of their illness/symptoms and the teacher will call the Front Foyer Attendant who will set the appointment. The student will pick up his/her appointment time from the front foyer during the passing period and will report at the assigned time only. No student will be allowed into the nurse’s office/Methodist Medical Clinic without a proper admittance pass. If the nurse determines that a student is ill enough to be released from school, the legal guardian or authorized persons listed on the emergency card will be contacted for the student to be picked up to go home. Students will only be released to leave with a parent, guardian, or authorized persons listed on the emergency
Under no circumstances is a student allowed to leave school grounds during school hours without permission from the school nurse, or other administrative staff. All students who do not follow this procedure will be subject to disciplinary action.

All calls regarding illness must be done by our school nurse.

**BOARD POLICY REGARDING STUDENT REQUESTS FOR ABSENCES**

During the school year, there are requests by students to be absent from school for various reasons and for extended periods of time. This results in questions as to what absences may be legally excused. The following requirements are in accordance with District Policy 7:70 and Manual High School

A. Requests by students to be absent from school shall be granted by principal or his/her designee only under the provisions provided for in *The School Code of Illinois*.

B. A student’s parent(s)/guardian(s) must authorize all absences and notify the school 2 days in advance when situations require pre-approval notices, otherwise at the time of the student's absence.

C. Requests by students to be absent from school to make visits to college campuses and job interviews shall be granted only in accordance with District Policy (up to 5 days total).

D. Requests by students to be absent from school for the following reasons will be considered excused absences:
   - Illness
   - Observance of religious holiday (2-day notice requested)
   - Death in the immediate family
   - Family emergency
   - Visits to college campuses and job interviews (2-day notice requested)
   - Situations beyond the student’s control as determined by the board of education
   - Other circumstances which cause reasonable concern to the parent for the safety or health of the student.

E. It shall be the responsibility of the student to complete all make-up work within the time limits established by school personnel.

**III. SCHOOL DISCIPLINE**

Manual High School follows the district’s discipline handbook in all discipline related matters. The district discipline handbook can be found by visiting
www.peoriapublicschools.org/discipline or requesting the document in print by visiting the school office.

IV. GENERAL INFORMATION

Student Opportunities
Students are encouraged to participate in after school activities. These are outlined on the district web site and are made know to students through announcements, flyers, and postings around the building.

COMPUTER USE
Computers will be used for educational purposes only and all students must comply with the District 150 internet Policy. The policy must be signed and on file at Manual High School before students will be allowed to use the internet at school. Inappropriate use of or violation of computer rules will result in the termination of student computer rights and disciplinary action. Rules for computer use:
1. We expect that when students are accessing the Internet, whether it is in individual rooms, computer labs, or the library such use will be closely monitored by a qualified staff member.
2. There will be no downloading of files, Internet games or music related sites allowed. No downloading or playing of Internet games is allowed.
3. Do NOT visit inappropriate websites.
4. Do NOT give out your password to others, including substitute teachers.
5. Do NOT shut down computers unless told to do so.
6. No printing without permission.
7. No food or drink is allowed near any computer, including labs, library and classrooms.

Consequences for improper use of school computers and/or the Internet will be applied on a case by case basis.

Note: Any student access to sites of a sexual or pornographic nature will result in the immediate loss of school computer privileges and other school disciplinary action. NOTE: Viewing of pornographic sites/sending of pornographic materials may potentially also carry criminal charges.

PERSONAL ELECTRONIC DEVICES
All personal electronics should be muted and out of sight during instructional time from 7:30 AM to 2:30 PM (1:30 PM on Wednesdays). Any personal contact needed during class time should be directed through the assistant principal's office or counseling office. Teachers may choose to let students use
technology in the classroom for educational purposes. Students are allowed to use electronics during non-academic time.

HALLWAYS
Hallways are to be clear of students during the class time to maximize instructional time for students and staff.

CAFETERIA/ LUNCH PROCEDURES
Students at Manual High School have a (30) thirty minute lunch period. Students are expected to eat lunch and remain in the cafeteria during the lunch period times.

ALL students are to have their ID/ ID number during their lunch time. This number is confidential and only for the individual student's use. Any unauthorized use of card or number will result in disciplinary action.

Every student at Manual qualifies for free breakfast and lunch. If students desire to bring their own lunch ("brown bag" style) they may do so and food must be brought with the student upon arrival to school. Food from outside restaurants is not allowed and “deliveries” of food by family members or outside sources are strictly prohibited. When returning to school, or entering late from an appointment, students are not allowed to bring in fast food. Students must finish the food before being allowed to enter the building.

CLOSED CAMPUS
Manual High School is a closed campus. Once a student arrives at school, he/she cannot leave without following the proper and established checkout procedures. This procedure covers all situations including medical, personal and lunches.

FOOD AND DRINK
Food and drink (excluding water) are only allowed in the classrooms at teacher discretion. Food and drink are not allowed in the library or computer labs.

DRESS CODE
Student dress, personal appearance and conduct must be such that it will not disrupt or distract from the instructional procedure of the school. Student dress and grooming shall be such that they meet reasonable safety, health, and decency standards, and will not tend to diminish the disciplinary control of the teacher or administrator.

Examples of unacceptable clothing and appearance include, but are not limited to the following:
1. Bare midriffs, stomach, waist, hips, shoulders and back (this includes strapless, one-shouldered, tube, halter tops, etc.).
2. Cleavage showing.
3. See-through blouses, short shorts, short skirts of an inappropriate length, backless attire, etc.
4. Underwear displayed.
5. All tops with straps less than one-inch wide, including when worn under bib-overalls.
6. Ribbed, sleeveless undershirts of any color.
7. Lewd, obscene, or suggestive t-shirts.
8. Jewelry, clothing, hats and/or tattoos that display an illegal substance or gang affiliation, or symbols associated with hate groups.
9. Pants need to be worn at the waist.
10. No sleepwear or slippers.

Peoria Public Schools dress code policy is posted on the district website at http://www.psd150.org
Medical Excuse for PE
For a student to receive a medical excuse from a physical education class, he/she must submit a **doctor’s medical excuse BEFORE being excused from PE class**. The doctor must give specific medical reasons for being excused from PE class. All medical excuses must be submitted directly to the school nurse. This information will always be kept confidential. Students excluded from PE will be given alternate assignments.

STUDENT LOCKERS (Hall, PE & Team Lockers)
Each student is assigned a locker for his/her personal use. **LOCKERS ARE NOT TO BE SHARED.** If students are found to be sharing lockers, they could be subject to disciplinary action that might come as a result of anything found in the locker. **School personnel will NOT access lockers of other students to get another student’s possessions.** Lockers remain the property of Manual High School and school personnel reserve the right to inspect lockers at any time with or without the presence of the student. There may be unannounced locker searches at any time throughout the school year.

BACKPACKS/PURSES
Backpacks and all other baggage parcels will be subject to being searched upon entering the building.

STUDENT DRIVING/PARKING
Driving/parking at Manual High School is a privilege. Recklessness and/or misuse of this privilege may result in loss of a student’s privilege to drive/park in the school parking lot.

Designated Areas: **The first six rows are reserved for the Manual High School faculty and staff.** Students may park anywhere else in the parking lot. Also, students are not allowed to park in any other parking area including the street in front of the building and the back parking lot.

**Note:** Any vehicles parked on Manual High School property may be searched at any time without the owner’s permission.

SAFETY PLAN
Manual High School has developed a Safe School Plan in order that we might be prepared for various emergencies that could possibly occur. Preparedness drills will be conducted during the school year to familiarize faculty, staff, and students of our procedures to cope with a variety of emergency situations. Please know that in the event of a true emergency, parents will be notified via the Skylert system. We do not notify parents of upcoming drills or other safety practice scenarios.
A. **Fire Drills:** During the school year we will have several fire drills. Students will be informed by their teachers as to proper evacuation procedures. Such information will be posted in every room of the building. **NOTE:** Initiating a false fire alarm constitutes a sufficient disruption of the educational process to merit an immediate suspension from school. Violators will be charged according to state law and suspended and/or expelled from school.

B. **Identification Policy** - In an effort to support our “Safe Schools” initiative, we have adopted the following student identification policy.

- Students must identify themselves when asked. Disciplinary action could occur if students do not cooperate with the request.
- All students are required to have their Manual High School identification badge in their possession at all times.
- One identification badge will be issued to each student per school year at the cost of $6.00 (paid at registration time). Any lost or misplaced badges must be replaced at a cost of $6.00 per badge. The replacement fee must be paid BEFORE the new I.D. is issued.

C. **Student and Parent/Guardian Information** - It is the responsibility of the student and parent/guardian to provide the school with the following up-to-date information:

1. Correct parent/guardian names
2. Correct address of parent/guardian and the student
3. Correct phone numbers where a parent/guardian can be reached.
4. Valid emergency contacts that can be reached and can reach legal guardian in case of illness or injury

*Manual High School must be notified immediately as to any change in any of the above-required information.*

*Updates may be made directly on Skyward.*

**SIGNS AND/OR POSTERS**

Signs and posters are not to be placed on the walls or windows of Manual High School without proper authorization. They must be approved by the school administration prior to being posted anywhere in the building.

**STUDENT HEALTH & METHODIST MEDICAL CENTER (MMC)**

It is important for the parent/guardian of students with health problems to contact the school nurse (located in the MMC) to inform her of it. The nurse needs a description of the problem, the medicine and/or treatment prescribed, and the name of the doctor. All students on any kind of medication must check in with the nurse and inform her about the medicine they will be taking during the school day. This should be done the first week the student attends school.
or when the medication is prescribed by your doctor. In addition, students may register with MMC and have access to services when needed. Any and all medicines, which a student brings to school, must be turned in immediately to the school nurse. This includes doctor-prescribed medicines and over-the-counter medicines or drugs including, but not limited to: Tylenol, Advil, Ibuprofen and Aspirin. If a student is required to take any medication, it must be taken only in the nurse’s office. Also, all medicines must be in their original containers.

Students found in possession of medicines are considered to be in possession of DRUGS and could result in serious disciplinary action being taken against the student.

TRANSPORTATION
All school policies apply to conduct on the buses. District 150 buses use video/audio equipment to monitor conduct and provide a safe environment for students and employees. Recordings are confidential records. Failure to abide by them will result in disciplinary action and/or loss of bus-riding privileges.

ATTENDANCE BOUNDARIES:
Students must attend school within the school boundaries where his/her parent(s) or court appointed guardian is a legal resident. Manual High School administration, counselors, or their designees, may request proof of residency at any time during the school year. An emancipated student (court approved) may attend school within the school boundaries where he/she has established his/her own legal residence. Manual High School will require proof of residency from all emancipated students.

VISITORS
Parents and/or guardians of students attending Manual High School are not only welcome, but also encouraged to visit Manual High School! We do ask that all visitors sign in at the front desk to secure a visitor’s pass prior to going to other areas of the building. We also request the parents and/or guardians wishing to meet with a teacher or visit a classroom, contact your child’s administrator to make an appointment. If a parent/guardian arrives without an appointment, for an unplanned visit, Manual High School staff will attempt to accommodate your needs, but we ask for parent/guardian cooperation and understanding in rescheduling if necessary.

NOTE: Children of students attending Manual High School are not permitted within the building during school hours unless it has been pre-approved by the administrative staff. *This section is subject to change due to changes in district policy.

ALL PROCEDURES AND STATEMENTS IN THIS PLANNER ARE SUBJECT TO CHANGE BY THE BOARD OF EDUCATION AND/OR BUILDING ADMINISTRATION.
SKYWARD Student Performance Monitoring Guide

1. Click Family Access icon on the Peoria District 150 website (www.psd150.org)

2. Enter Login (ID/Lunch Number) and password (8 digit birthdate)

3. Daily monitor current grades and missing assignments
   - Use this section to monitor missing assignments
   - Click on a grade to view a detailed list of assignments & grades

4. Daily monitor current count of absences (excused/unexcused) and tardies

Rise. Succeed. Lead

Any questions regarding Skyward, please contact the Research Department at Peoria District 150 at phone number 309-673-4766.