

# HANDBOOK SIGNOFF FORM

Student Name \_\_\_\_\_  
(Please Print)

Grade \_\_\_\_\_

On \_\_\_\_\_ I received a copy of the Macomb Senior High School 2023-2024  
Student Handbook.  
(Date)

I understand that I am expected to read this handbook and that I will be held responsible for its contents.

\_\_\_\_\_  
Signature of Student







# Macomb Senior High School

## STUDENT HANDBOOK

1525 South Johnson  
Macomb, Illinois 61455

Telephone: (309) 837-2331  
Fax: (309) 836-1034  
www.macomb185.org

**Scott Sullivan**  
Principal

**Ed Fulkerson**  
Assistant Principal

**Tera Twitchell**  
Assistant Principal

*This Student Planner belongs to:*

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Student # \_\_\_\_\_

**Seek Help:**

**If you or someone you know needs help or wants to discuss mental health concerns, contact:**

Dial 988 to reach the Suicide and Crisis Lifeline

Text HOME to 741741 to reach the Crisis Text Line

Contact Safe2Help Illinois: Dial 844-4-SAFEIL, Text SAFE2 (72332), email [HELP@Safe2HelpIL.com](mailto:HELP@Safe2HelpIL.com)

## Macomb High Faculty Staff Directory

### ADMINISTRATORS

Scott Sullivan	Principal
Ed Fulkerson	Assistant Principal
Terra Twitchell	WCISEC Modular Program
Steve Horrell	Athletic/Activities Director

### FACULTY

Heather Allen	Phys. Ed.
Jeremy Anderson	Phys. Ed.
Dulce Brown	Spanish
Melanie Butcher	Choral Music
Justin Ellison	Phys. Ed
Ben Green	Science
Hailea Hadsall	I.E.P.
Joel Hildenbrand	Science
Tanner Horrell	Phys. Ed.
Shawnee Huston	Guidance
Thomas Johnson	Math
Ethan Kunkel	Science
Dustin Lambert	I.E.P.
Dylan Leasure	Spanish
Carol Lock	Librarian
Douglas Mattsey	Band
Karen Morgan	Math
Megan Pittman Wurth	English
Angie Schauble	MTSS Coordinator
Jesse Risley	Soc. Sci/Econ./Psych
Molly Selders	English
Brian Sullivan	Math
Theresa Twaddle	Business
Ryan Wilson	Social Science

### Office Staff

Maribeth Carle	Athletics/Activities
Sue Ferguson	Records Coordinator
Amy Howe	Principal's Office

### LEARNING RESOURCE ASSISTANT

Jennifer Semonis

### CUSTODIANS

Gary Guarin - Custodial Division Manager

### TECHNOLOGY DEPT.

Cory Bice  
Robyn Kilburn  
Tim Suter

### POLICE LIASON OFFICER

Denise Cremer

Lisa Allen	I.E.P.
David Benson	Science
Logan Brown	Math
Ashley Eddington	English
Jana Gamage	Social Science
Emily Greving	English
Tonya Hamer	Spanish
Shane Hill	English
Shelli Jennings	I.E.P.
Jason Johnson	Guidance
Zach Keene	Phys. Ed. /Health
Lucas Ladd	I.E.P.
Brian Langworthy	I.E.P.
Jessica Leighty	I.E.P.
Nicole Lyles	I.E.P.
Wyatt McGrew	Ag.
Jared Papach	Science
Emily Platt	Art
Suellyn Rieckelman	Home Ec.
Tanner Scott	Driver Ed./BTW
Kaity Spangler	Ag
Brittany Thompson	I.E.P.
John Twomey	Business

### HEALTH CARE ASSISTANT

Tania Coker

Craig Clark  
Randy Fitch  
Karen Moore  
Fred Nartey  
John Simpson  
Blain Smith

### FOOD SERVICE

Joleena Tate

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## **SECTION 1 - INTRODUCTION**

### **WELCOME**

Welcome to Macomb Senior High School, the home of the BOMBERS. This handbook has been prepared to make this year at MSHS more enjoyable for you by allowing you to become more informed. Please take this handbook home and ask your parents to read it. As you continue school life at MSHS, or if you are just beginning, this handbook will serve as an important guide. Pay particular attention to the sections on discipline, attendance, and extracurricular activities. Our hope is that all students will become more involved with their school this year and in all future years. We believe that the more involved you are, the better prepared you are for the years following graduation.

### **PHILOSOPHY**

We believe Macomb Senior High School shares a partnership with the community in educating its students. Quality education for all youth, regardless of their abilities, should be provided. Upon graduation they should be prepared to seek jobs, enter careers, pursue additional education, and be responsible citizens. School facilities should be available to the community for the free exchange of ideas. The community should support the goals of the school and its professional staff and provide the money to maintain the building and programs. If problems in the community involve high school students, the school should be one forum for addressing those problems. The relationships among all involved in the educational process - students, teachers, administrators, community members - should be open, positive, cooperative, mutually respectful, and supportive.

We believe Macomb Senior High School and its students have special responsibilities. The school should foster an environment for students to feel accepted, be treated impartially, have a sense of accomplishment, be recognized as individuals, have avenues to express opinions, develop career directions and goals, have opportunities for personal and social growth, and be physically comfortable and secure. Students should be regular in their attendance, diligent in their classes, and helpful in maintaining a good climate for learning.

We believe Macomb Senior High School must prepare students to be responsive to the changing world in which they live. We recognize the cultural, ethnic, racial, religious and economic diversity of our students and are committed to helping them understand, respect, and appreciate that diversity.

### **DISTRICT/SHARED MISSION:**

Macomb Public Schools will prepare each student for a successful future.  
“Preparing Students for Success”

### **MACOMB HIGH SCHOOL MOTTO:**

MHS - NO LESS THAN THE BEST



**SECTION II - GENERAL INFORMATION  
2023-2024 SCHOOL CALENDAR DATES**

Tuesday, August 15	Teacher’s Workshop - NO STUDENT ATTENDANCE
Wednesday, August 16	Teacher’s Workshop - NO STUDENT ATTENDANCE
Thursday, August 17	First Pupil Attendance Day
Wednesday, August 23	Late Start - Class begins at 9:00 a.m.
Monday, September 4	HOLIDAY - Labor Day - NO SCHOOL
Wednesday, September 6	Late Start - Class begins at 9:00 a.m.
Friday, September 15	Half Day Attendance A.M.-School Improvement P.M.
Wednesday, September 20	Late Start - Class begins at 9:00 a.m.
Wednesday, October 4	Late Start - Class Begins at 9:00 a.m.
Friday, October 6	Half Day Attendance A.M.-School Improvement P.M.
Monday, October 9	HOLIDAY -Columbus Day—NO SCHOOL
Wednesday, October 18	Late Start - Class begins at 9:00 a.m.
Tuesday, October 17	End of 1st Quarter
Wednesday, October 25	Parent/Teacher Conferences 5:30 - 8:00 P.M.
Thursday, October 26	Parent/Teacher Conferences - NO SCHOOL
Friday, October 27	Parent/Teacher Conferences - NO SCHOOL
Monday, October 30	Teacher’s Workshop - NO STUDENT ATTENDANCE
Wednesday, November 1	Late Start - Class Begins at 9:00 a.m.
Wednesday, November 15	Late Start - Class begins at 9:00 a.m.
Wednesday, November 22	NO SCHOOL
Thursday, November 23	HOLIDAY - Thanksgiving - NO SCHOOL
Friday, November 24	NO SCHOOL
Wednesday, December 6	Late Start - Class begins at 9:00 a.m.
Friday, December 8	Half Day Attendance A.M.-School Improvement P.M.
Thursday, December 21-	Winter Vacation - NO SCHOOL
Tuesday, January 2	
Wednesday, January 3	Teacher’s Workshop-NO STUDENT ATTENDANCE
Thursday, January 4	School Resumes 8:05 a.m.
Friday, January 5	End of 1st Semester
Wednesday, January 10	Late Start - Class Begins at 9:00 a.m.
Monday, January 15	HOLIDAY - M.L. King’s B’day - NO SCHOOL
Wednesday, January 24	Late Start - Class Begins at 9:00 a.m.
Friday, January 26	Half Day Attendance A.M.-School Improvement P.M.
Wednesday, February 7	Late Start - Class Begins at 9:00 a.m.
Friday, February 16	Half Day Attendance A.M.-School Improvement P.M.
Monday, February 19	HOLIDAY, President’s Day - NO SCHOOL
Wednesday, February 21	Late Start - Class Begins at 9:00 a.m.
Wednesday, March 6	Late Start - Class Begins at 9:00 a.m.
Monday, March 11- Friday, March 15	Spring Vacation - NO SCHOOL
Tuesday, March 19	End of 3rd Quarter
Wednesday, March 20	Late Start - Class Begins at 9:00 a.m.
Thursday, March 28	Half Day Attendance A.M.-School Improvement P.M.
Friday, March 29	NO SCHOOL—Spring Break
Monday, April 1	NO SCHOOL—Spring Break
Wednesday, April 3	Late Start - Class Begins at 9:00 a.m.
Wednesday, April 17	Late Start - Class Begins at 9:00 a.m.
Friday, April 19	Half Day Attendance A.M.-School Improvement P.M.
Wednesday, May 1	Late Start - Class Begins at 9:00 a.m.
Friday, May 10	Half Day Attendance A.M.-School Improvement P.M.
Thursday, May 23	Last Day of School
Monday, May 27	Memorial Day
May 24, 28, 29, 30, 31	Emergency Days
June 19	HOLIDAY, Juneteenth-No summer school/district offices closed

**DAILY SCHEDULE (Grades 9 - 12)**

**2023-2024 School Year**

E.B.	7:00 - 7:50	5th Lunch	11:45 - 12:20
1st Period	8:05 - 8:56	6th Period	12:25 - 1:16
2nd Period	9:00 - 9:51	7th Period	1:20 - 2:11
3rd Period	9:55 - 10:48	8th Period	2:15 - 3:05
4th Period	10:52 - 11:43		

**LATE START SCHEDULE (Grades 9-12)**

E.B.	7:00 - 7:50	5th Lunch	12:08 - 12:43
1st Period	9:00 - 9:43	6th Period	12:48 - 1:31
2nd Period	9:47 - 10:30	7th Period	1:35 - 2:18
3rd Period	10:34 - 11:19	8th Period	2:22 - 3:05
4th Period	11:23 - 12:06		

**S.I.P. (Grades 9-12)**

E.B.	7:00 - 7:50	6th Period	10:05 - 10:31
1st Period	8:05 - 8:31	7th Period	10:35 - 11:01
2nd Period	8:35 - 9:01	8th Period	11:05 - 11:33
3rd Period	9:05 - 9:31	5th Lunch	11:35 - 12:10
4th Period	9:35 - 10:01		

**2 HOUR DELAY (Grades 9-12)**

1st Period	10:05 - 10:39	4th Period	12:37 - 1:11
2nd Period	10:43 - 11:17	6th Period	1:15 - 1:49
3rd Period	11:21 - 11:55	7th Period	1:53 - 2:27
5th Lunch	11:57 - 12:32	8th Period	2:31 - 3:05

Students are not to be in the building before 7:30 a.m. or after 3:15 p.m. (12:15 on S.I.P. days) unless present for an approved school activity and properly supervised.

**GENERAL FEES**

Parking Fee	\$ 40.00
Driver Education	\$150.00
Adult Living II (If taking)	\$ 30.00
Ag. (If taking) FFA	\$ 15.00

**REPORT CARDS**

Report cards are posted to Family/Student Access at the end of each nine-week quarter. Letter grades are used to designate pupil progress. Students should check report cards closely for any missing or wrong information. Report any problems to the Guidance Office.

## PARENT/TEACHER CONFERENCES

Parents are welcome to confer with teachers throughout the school year. Ideal times for conferences are before and after school, but special arrangements can be made without difficulty. Any parent wishing a conference need simply call the Guidance Office (833-6271) for an appointment. Special conference times are also held after the first quarter.

## BOARD POLICIES

Copies of individual Board Policies are available upon request from the MSHS Main Office. Please allow 24 hours advance notice when making such requests. They are also located on the District website: [www.macomb185.org](http://www.macomb185.org).

## VEHICLE USAGE AND PARKING REGULATIONS

Parking regulations are enforced from 6:30 a.m. until 5:30 p.m. on school days. Students who drive to school may park their cars in either the east or west parking lots. Students may not park in the front row of these lots. The front rows (those closest to the building) are reserved for MJSHS faculty and staff. All vehicles parked on MJSHS property must display a current MHS parking hang tag. Each student who registers a vehicle will receive one hang tag. **That hang tag must be properly displayed any time the vehicle is parked at school.** The registration cost is \$40, no matter when the car is registered. Changes in registration are at no charge; however, if a hang tag needs to be replaced for any reason, the cost will be an additional \$40. Registration and changes in registration of vehicles may be accomplished in the Main Office. If a student uses a hang tag not registered to him/her, then that student will lose his/her parking privileges for the remainder of the school year. Additional disciplinary consequences may be appropriate.

Note: It is the students' responsibility to pick up their hang tag from the office!

The school does not assume responsibility or liability for damages or losses resulting from student use of a vehicle. The following rules and regulations apply if a student chooses to drive to the High School. Students must remember that parking at school is a privilege and not a right. The following have been developed to protect the student body and the public.

1. Students must park in a manner that does not deny others a parking space.
2. All accidents must be reported to the High School Assistant Principal.
3. A vehicle must not be used while violating any school rule.
4. **Cars must be driven safely, slowly and in observance of all posted signs.**
5. Students may not sit in their cars and/or loiter in the parking lot.
6. Cars may not be parked on grass or in the circle drive.
7. Vehicles violating school parking regulations will be handled in the following manner:

1st Offense	MHS warning will be issued. Parking privileges may be suspended for 1-10 days.
2nd Offense	A city parking ticket will be issued. Also, a tow warning will be issued. Parking privileges will be suspended for 1-10 days. Parking privileges may be revoked for the remainder of the school year.
3rd Offense	The vehicle will receive a city ticket and may be towed at the owner's expense. Parking privileges will be revoked for the remainder of the school year.

In some instances, violations of parking regulations may result in city tickets being issued immediately. Any vehicle driven onto school property may be inspected by the principal or the principal's designee for the purpose of detecting the suspected presence of weapons, stolen objects, illegal, look alike or unauthorized drugs. This applies to both day and night activities.

Through the S.A.V.E. program, the Macomb Police Department and Macomb High School work together to encourage students to drive safely before school, during the school day, and after school. From approximately 7:00 a.m. until 4:00 p.m., any student ticketed for a moving or seatbelt violation loses parking privileges at Macomb High School. Repeated S.A.V.E. violations increase the length of the parking suspension and bring other consequences. Students should make themselves familiar with this program. Brochures describing S.A.V.E. are available through the office.

**FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN THE LOSS OF PARKING PRIVILEGES, FINES, SUSPENSIONS, AND/OR OTHER PENALTIES.**

### **ANIMALS**

In order to assure student health and safety, animals are not allowed on school property, except in the case of service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **BICYCLES**

All bicycles ridden to MJSHS are to be parked in the designated area on the south side of MJSHS. All bicycles are to be placed in a rack and locked. No bicycles are to be placed in any other location on school property. The school does not assume responsibility or liability for damages or losses resulting from student use of a bicycle.

### **BOOK BAGS, BACKPACKS, SPORTS BAGS, & OTHER CARRIERS**

Students entering MJSHS on school attendance days **must leave all book bags, backpacks, sports bags, briefcases, or other types of carriers in their lockers** or designated areas. Excluded from this policy are totes/purses smaller than 8" x 10" x 4". Students in 10th, 11th, and 12th grades leaving the campus for lunch may exit MJSHS with these carriers, but students must return them to their lockers or designated areas before attending afternoon classes. Note: Totes/purses within the designated size are to be used for small personal items, pencils, pens, calculators, etc., not for laptops or textbooks.

### **SAFETY DRILL PROCEDURES AND CONDUCT**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

## **DRIVER EDUCATION**

Macomb High School recognizes that operating a motor vehicle correctly is a major responsibility which should not be taken lightly. Considering the maturity and wisdom required to safely operate a motor vehicle and the fact that the state mandates a high rate of attendance when a student is enrolled in Driver Education classes (30 clock hours in classroom instruction normally completed in one quarter), Macomb High School will adhere to the following guidelines when assigning its students into Driver Education classes: When a high school student meets the legal age requirements as identified in the Illinois School Code 27-24.2, he/she will be scheduled into Driver Education by age (oldest first) if:

1. The student has passed at least eight academic classes the previous two semesters and four academic classes the semester prior to enrolling in a Driver Education course.
2. The student has not been truant more than one time for the two quarters prior to Driver Education.
3. The student has not been disciplined for more than a total of two Level I and II infractions for the two quarters prior to Driver Education.
4. The student has not been disciplined for any Level III infraction for the two quarters prior to Driver Education.
5. The attendance and behavior expectations must be maintained during enrollment in the classroom segment of Driver Education courses.
6. Any student with 10 or more total tardies or any unexcused absences in a quarter will not be allowed to take Driver's Education the following quarter. Those students who are currently in Driver's Education will be removed and not allowed to take Driver's Education the following quarter. Students not meeting this policy in their 8th semester will be allowed to take Driver's Education their last quarter in school.

Any exceptions to this policy must be approved by an Administrative Team consisting of the student's counselor, assistant principal, and the Driver Education Department/Division Chairperson.

## **DROP/ADD PROCEDURES**

Students must be enrolled in a minimum of 6 classes (5 plus PE or 6 if PE waived) at all times. Drops will be allowed, in accordance with the guidelines listed below, only if 6 classes can be maintained.

1st Week of the 1st quarter/1st semester, a student may drop a class for a study hall only, without drop notation on transcript.

2nd thru the 9th week of the 1st quarter/1st semester, a student may drop a class with a W/P or W/F showing on the transcript.

Within 2 days after 1st quarter report cards are issued to students, drops may be made (W/P or W/F). After that time, no drops may be made until after the semester has ended.

Procedure starts over at the beginning of the 3rd quarter/2nd semester.

A student who struggles in a class and is determined to be inappropriately placed may be moved to a lower level class.

A student who provides documentation that he/she needs a particular class as an entrance requirement to a college, university, or technical school may make a class change, at an appropriate time, during the course of the school year.

## **DAMAGED/LOST/STOLEN ITEMS**

The Macomb School District #185 and MJSHS shall not be responsible for theft, damage, or loss of personal property while students, parents, and other guests are at MJSHS.

## **QUESTIONNAIRES AND SURVEYS**

Throughout the school year, Macomb High School students may be asked to participate in federal, state, and local questionnaires and surveys that provide data for research projects conducted by various groups and individuals. In each instance, the building principal or assistant principal reviews and approves any such instruments prior to their administration to MHS students. Only those instruments with valid educational purposes and guarantees of anonymity for the participants are approved. Should you wish for your son/daughter not to participate in these activities, please notify the Main Office.

## **INTERNET POLICY**

Prior to using the Internet, a student will receive a copy of the Authorization for Electronic Network Access Exhibit from Board Policy #6:235 which includes a form that must be signed by both the student and the parent/guardian and then returned to the Main Office. The form states that the student agrees to abide by the terms of the Authorization and will be held accountable for failure to do so.

## **PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Scott Schauble  
323 W. Washington Street  
Macomb, IL 61455

Notifications will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

## **DISTRICT PROCEDURE FOR CONVICTED CHILD SEX OFFENDERS REQUESTING TO BE ON SCHOOL PROPERTY**

State law prohibits a child sex offender from being present on school property or loitering on a public way within 500 feet of school property when persons under the age of 18 are present, unless the offender is a parent/guardian of a student present on school property. Parent/guardian of such students must be registered with the Illinois State Police and must fill out a form at the school recording visits each time they are on the premises. Visits will be conducted under the direct supervision of the building principal or his/her designee.

*Note- Public Act 94-994 requires all schools to notify parents that information about area sex offenders and violent offenses against youth is available to the public. The following link will allow you to access that information: <https://www.isp.state.il.us/sor/contactsor.cfm> and <https://www.isp.state.il.us/cmvo/cmvo.cfm>*

## DANCES

With the exception of the Junior-Senior Prom, which is sponsored for Juniors and Seniors and their dates, all school dances at MHS are exclusively for Macomb High students. Students who want to bring a guest must get approval from the administration by filling out and returning our MHS Guest Form for Dances/Activities. That form can be picked up in the Main Office. The deadline for submitting our form is usually one week prior to the dance or activity. The guest cannot be more than 20 years of age and must have photo identification in his/her possession. Appropriate dress is required along with appropriate behavior on the part of all students and their guests. All school rules concerning student behavior pertain to dances and will be enforced.

Junior high students (grades 7 & 8) will not be allowed to attend high school (grades 9-12) dances. Additionally, high school students will not be allowed to attend junior high dances.

Doors close 15 minutes after they open for all informal dances and one hour after the dance begins for all formal dances. Anyone arriving after this will not be allowed to attend the dance unless escorted by a parent or legal guardian. **Once a student leaves a dance, he/she is not permitted to return.**

Announcements are made in advance of the dances as to the type of dress or attire that is appropriate for the attendees.

Mosh pits, moshing, slam dancing, grinding, twerking, and/or intentional physical collisions will not be allowed. Dancing or moving in a provocative or in a sexually suggestive manner will not be allowed. Students observed by the administration to be violating these rules may be removed from that dance and may not be allowed to attend any Macomb High School dances for the remainder of the school year. This applies to all informal and formal dances, including Homecoming and Prom.

Any students who signs up an non-MHS person as a guest will be held responsible for their guest's actions. An MHS student/host and his or her guest who violate the previously stated provision above or engage in other unsafe/inappropriate dancing may not be allowed to attend any future MHS dances; however, this would not apply to the MHS student if he/she was not observed participating in the above inappropriate actions. If the MHS student is required to leave, then his/her guest will be also.

## SECTION III - ATTENDANCE

### I. SUMMARY OF ILLINOIS SCHOOL LAW ON SCHOOL ATTENDANCE

#### Illinois School Code

Section 26-1: "Whoever has custody or control of any child between the ages of 7 and 17 years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term."

Section 26-2: "Any person having custody or control of a child who is below the age of 7 years or above the age of 17 years and who is enrolled in any of grades 1 through 12 in the public school, shall cause him to attend the public school in the district wherein he resides when it is in session during the regular school term."

This statute defines a chronic truant as any child who has been truant from school 5% or more of the previous 180 school days.

## II. GENERAL RULES

Regular school attendance is one of the most important habits that a student should develop. Attendance and academic performance are closely related. Instruction continues daily and experiences in the classroom can never be made up nor substituted through written assignments. Therefore, **all students are expected to attend school regularly and to be on time for their classes in order to benefit fully from the instructional program.** The attendance rules and procedures are designed to develop students' punctuality, self-discipline, and responsibility. School is the primary occupation of students, and, as in any occupation, regular attendance is expected.

Appointment cards for doctor and dentist appointments may be used to release a student from school only if the appointment is verified with an excuse slip from the doctor or dentist upon returning to school. Students returning from an appointment or arriving at school late must sign in at the Attendance Office. Should a student be out of school for any reason, a parent or legal guardian should notify the Attendance Office by calling **833-2484** by 10 a.m. Our Voice Mail system will receive calls made from the time the Attendance Office closes at 3:30 p.m. until it opens at 7:30 a.m. If the parents/guardians have not called by mid-morning, an attempt will be made to contact parents to check the validity of such absences. Even though the parents and school have been in verbal contact, a parental note is required on the next date of attendance. The note should be submitted to the Attendance Office before the student begins classes. An admit slip is not required for the student to enter class. If a parental note is not received within three days of an absence, the absence type will not be changed and the consequences must be served. A physician's medical note to excuse an absence should be submitted to the Attendance Office on the next date of attendance. If the medical note is not received within seven legal attendance days following an absence, the absence will not be designated an excused absence for medical reasons.

Students returning to school after a truancy or suspension must also report to the Attendance Office for an admit. Students are required to report to the Attendance Office before and/or after their doctor or dental appointments, depending on the time of the appointment. In the best interest of the students' education, parents and guardians should try to arrange all doctor and dental appointments after the school day.

When students are absent without valid cause, they cannot make up any missed work.

In accordance with Policy 7:70, **administrators may excuse students for up to 9 days annually (includes single periods).** College visits (juniors and seniors only), other "pre-arranged" absences, non-medically verified absences, etc., are included in the 9 days. Written notification will be mailed to the parents after the 7th absence. Medical verification is then due on the 10th absence day. Situations not included within the 9 days are as follows: medically verified absences, religious holidays, or a death in the immediate family.

Should a student become ill during the day, he/she must report to the school nurse in the infirmary. **No student will be released from school without approval of a parent or guardian.** If a student becomes ill during the lunch hour while he/she is away from the school campus, the parent or guardian must contact the attendance office the same day in which the absence occurred for the absence to be excused. **Under no circumstances may a student leave school during school hours without securing permission from the school nurse or an administrator. After securing permission, the student must sign out in the Attendance Office or Infirmary.**



Students who attend a school-sponsored sport or educational event either as a participant or a spectator and are under the direct supervision of a coach, sponsor, or teacher will not be considered absent for the day.

**Students who are absent after 11:00 a.m. will not be allowed to attend extracurricular events that afternoon or evening as a participant or a spectator.** If they do attend an extracurricular event, the absence will not be excused. Also, any student whose absence is not excused for any portion of a day may not participate or be a spectator that evening.

Appointment cards for doctor and dentist appointments may be used to release a student from school only if the appointment is verified with an excuse slip from the doctor or dentist upon returning to school. Students returning from an appointment or arriving at school late must sign in at the Attendance Office.

### **PREARRANGED ABSENCE**

Whenever possible, students and parents should prearrange absences such as college visits.

1. **It is the student's responsibility to obtain** and/or complete (if required) any work prior to the prearranged absence. In the case of a test/quiz, the teacher may require the student to take it prior to the absence.
2. Prearranged absence forms are available in the Attendance Office. The Attendance Office and teachers should be notified in writing at least two days in advance of any known upcoming absences.

### **SCHOOL RELATED ABSENCES (Reference Extracurricular Handbook)**

Absences of this type (field trips, concerts, contests, etc.) should be approved prior to leaving for any time period. Teachers of any classes that a student will miss must give approval for a school related absence to occur. All make-up work must be turned in the day that the student returns to class.

### **MAKE-UP WORK**

Students will be allowed to make up work with credit for an excused absence. Work must be made up for classes or days missed within one day for one day missed or no more than two days for two days absence. When more than two days are missed, students should make arrangements with each teacher to complete make-up work in a reasonable amount of time. **In those cases where a project or test has been announced a few days in advance, the student is expected to turn in the project or take the test on the day returned. It is the student's responsibility to obtain the missed assignments.** Students who are truant cannot make up work for credit, but may still be required to complete the assignment(s). Teachers may require students to obtain assignments and /or turn in work in advance for prearranged and school related absences. Students who are absent the day a major project or paper is due, may still be required by the teacher to turn in the work either in person, by proxy, or electronically depending on the teacher's preference. The teacher will provide his or her preference in writing to the students at the beginning of the course or prior to the assignment.

## **SECTION IV - DISCIPLINE**

### **WEAPONS**

In accordance with Board Policy #7:190, the possession, sale, or use of weapons or look-a-likes at Macomb High School, or at any contests/activities involving Macomb High School students, is expressly prohibited. Any students found to be in violation of this policy will be dealt with accordingly. Additionally, local and/or state police will be notified, and charges filed, when applicable.

## THREATS

In accordance with Board Policy #7:190, all threats of violence will be considered as real! Any students found to be in violation of this policy will be dealt with accordingly. Additionally, local and/or state police will be notified, and charges filed, when applicable.

## WEAPONS/THREATS STUDENT RESPONSIBILITY

Any student who has knowledge of the presence of a weapon at Macomb High School has a responsibility to notify an administrator, teacher, or staff member of the presence of such a weapon. Similarly, any student who knows of a student who has made threats or threatening statements toward students or school personnel must notify school officials of these threats.

A license to carry a firearm does not permit an individual to carry a concealed firearm on or into any building, real property and or parking area under the control of an elementary or secondary school, or any bus paid for in whole or part with public funds.

## FIGHTING

Any assault, battery, aggressive or hostile bodily contact or the active participation in any such event will result in a minimum of three days of out-of-school suspension and may result in an arrest by law enforcement officers at the time of the incident and a referral for appropriate charges against the student by the State's Attorney's Office. (Macomb Board Policy #7:190)

## HARASSMENT /CYBERBULLYING

Threatening/harassing/intimidating/bullying/cyber bullying behavior includes but is not limited to the use of any intentional verbal, written, email or other electronic means, or physical act toward another individual for the purpose of tormenting, disturbing, worrying, or assaulting that person. Such behaviors include, but are not limited to, vulgar language, profanity, verbal abuse, physical abuse, or other physical acts that cause students to feel unsafe or threatened. Harassment issues outside of school must be reported to the police. **Students will be held accountable for actions brought into the school** that interrupt the safety and learning environment of others. Disciplinary action may include detention, suspension, expulsion, and/or police referral. (See Board Policy 6:235 and 7:180 for further information.)

## **SEXUAL HARASSMENT /SEXTING**

It is a violation of State and Federal Law, as well as this District's discipline policy, for anyone to commit sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is repeated or severe, unwanted, and interferes with a student's ability to do schoolwork. Sexually harassing behaviors can include but are not limited to: unwanted touching, gestures with hands or body, sexual rumors, verbal comments, pressure for sexual activity, sexually oriented name calling, obscene T-shirts or other items of clothing.

Anyone believing that he/she has been sexually harassed, either by a student or a staff member, is encouraged to first seek informal resolution, when appropriate. This includes speaking directly to the harasser, informing him/her that the behavior is unwanted. Behavior that continues after an informal resolution, or behavior so severe that an informal resolution is inappropriate, should be reported directly to the school counselor, assistant principal, or principal. Individuals found guilty of committing sexual harassment will be disciplined in accordance with Board Policy. Retaliation against an individual who reports a violation or who assists in an investigation of a violation will also be subject to disciplinary measures.

Sexting, the act of sending sexually explicit messages or photos electronically, primarily between mobile phones will be addressed by school personnel only when done on school grounds or during a school activity. In other cases, it is suggested that the parties make a police referral. Disciplinary action will include confiscation of any device used and may include detention, suspension, expulsion, and/or police referral. (See Board Policy 6:235 and 7:180 for further information.)

## **ADMITANCE OF UNAUTHORIZED INDIVIDUALS INTO SCHOOL BUILDINGS**

The act of knowingly and intentionally admitting or allowing an unauthorized person(s) into any school building, without expressed permission from an authorized person, through any unopened door or unmonitored point of entry in a manner that breaches any method of established security is prohibited.

## **NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES**

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

A copy of Board Policy 7:140-E (Exhibit Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act) is included near the end of this handbook.

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection, other than holding hands, are not appropriate in school. Students should demonstrate respect for themselves and others by conducting themselves in a manner appropriate for public places. Displays of affection are also not appropriate at extra curricular and after school events. Violations will result in disciplinary action as provided in the handbook or policy manual.

## **STUDENT EXPECTATIONS DURING ANY INCIDENT**

All students are expected to back-away and refrain from participating either verbally or physically during any incident or altercation. All students are expected to immediately follow the directives of any administrator, teacher, or staff member during such an incident. Failure to comply with these expectations will result in serious consequences that may include detentions, suspensions, expulsions, or police referrals.

## **BEHAVIOR MONITORING PLAN**

### **Level 1**

Tardiness to class - Students can be tardy twice to each class without getting a detention. On the third tardy and beyond, the student earns once ASD. (This is counted by **semester**.)

- Creating classroom disturbances
- Dishonesty – Level 1 or 2 depending on severity, usually one ASD.
- Improper contact / conduct
- Littering
- Not dressing for PE – as per P.E. policy
- Not prepared for Class

### **Level 2**

- Allowing unauthorized person(s) into the school building
- Leaving class, building, or grounds without permission
- Misuse of school pass
- Stealing (minor)
- Disrespect/insubordination
- Truancy
- Verbal abuse
- Vandalism – (minor)
- Forging notes, excuses, or their use
- Misrepresentation
- Possession or use of tobacco products including e-cigarettes in school or on school property
- Disturbing class or study hall
- Failure to comply with a reasonable request
- Cheating/Plagiarism – In addition to potential for a zero (Names of students who have plagiarized will be kept on file for the remainder of high school)

### **Level 3**

Alcohol – Board Policy 7:190  
Drugs – Board Policy 7:190 (including the use of medical marijuana by students while at school)  
Threatening, intimidating others  
Stealing, possession and/or sale of stolen items  
Harassment  
Vandalism  
Fighting  
Extortion  
Cyber bullying  
Sexting  
Possession of Weapon

- B. After 3 Level I incidences of a particular behavior, that behavior becomes Level II.  
After 3 Level II incidences of a particular behavior, that behavior becomes Level III.
- C. Certain Level III behaviors and gang behaviors may result in recommendation to Board of Education for placement at the McDonough County Safe Schools Program or expulsion.

In the case of criminal behavior that is not safety related, the McDonough County Teen Court program may be implemented as an alternative constructive means of discipline. This program is housed at the ROE, made up of county youth volunteers, and is administered by a Board of Directors and a program coordinator. The program is only used when parents and students voluntarily sign up for the session. Students may only use this procedure once while in high school. Each case is confidential, adhered to by strict guidelines of Illinois law and Teen Court Procedures, and completed in a timely manner. Student's who currently have a case pending in court, are on probation, or who have previously gone through Teen Court, are not eligible.

### **Special Education Adjustments**

If a change of placement is needed because of a disciplinary infraction, that placement will be determined by the IEP team based on the needs of the IEP student.

### **BOMBER BEHAVIOR EXPECTATIONS:**

Students:

Beginning with the 2023-2024 school year, non-educational privileges will be revoked once students get to a certain level of disciplinary points. In our system, (level 1 referrals: 1 point; level 2 referrals: 3 points; level 3 referrals: 9 points) the following criteria will be put into place:

1. Students who have a total of 25 points will lose the following:
  - a. Homecoming game, dance, and associated activities
  - b. Attending games, after-game dances, student council sponsored activities, and Sadie Hawkins
  - c. off campus lunch
2. Students who have a total of 40 points will lose the following:
  - a. Campus parking privileges
  - b. Non-educational assemblies
  - c. Participation and attendance at all extra-curricular including athletics, plays, Mr. Bomber, etc.
  - d. Prom, promenade, and after Prom
  - e. Walking at graduation

An automatic suspension, change of placement, or expulsion and possible police consequences will be assigned to any student who fails to comply, when a privilege is revoked. The point system is cumulative for a student's HS career, beginning with the first day of attendance through graduation. A meeting will be held with students at each level to inform them of point total and the corresponding lost privileges. Any student who goes the remainder of a quarter and the following two consecutive quarters without an entry will have point totals expunged and begin at zero again.

## **TARDY POLICY**

Students should report directly to class when tardy to that class. Students are considered tardy if they are not in their seat when the bell rings. If another teacher causes them to be late, that teacher should give them a pass to enter class. First offense through multiple tardies will result in a series of disciplinary actions ranging from a verbal warning and/or teacher issued detentions to an office referral and other appropriate penalties. Tardies will be counted by semester.

Any student who is late for class by ten minutes or more and is not excused, and will be considered truant for the hour.

### **Disciplinary Consequences:**

On the 3<sup>rd</sup> Tardy, the teacher will complete a referral. The student will serve one detention.

On the 6<sup>th</sup> Tardy, the teacher will complete a referral. The student will lose his/her off campus privilege at lunch until the end of the semester.

On the 9<sup>th</sup> Tardy, The teacher will complete a referral. The student will lose his/her extra-curricular privilege until the end of the semester.

Freshmen, who do not have off campus privileges, serve two detentions on his/her sixth Tardy and will be required to stay in the Commons for Lunch. The administration will assign a seat for the student to sit in for the time period. On the 9<sup>th</sup> Tardy, this continues and he/she also loses his/her extra-curricular privileges.

All tardies are reset by the administration at the end of each completed semester.

**Any student with 10 or more total tardies or any unexcused absences in a quarter will not be allowed to take Driver's Education the following quarter. Those students who are currently in Driver's Education will be removed and not allowed to take Driver's Education the following quarter. Students not meeting this policy in their 8th semester will be allowed to take Driver's Education their last quarter in school.**

## **OUT-OF-SCHOOL SUSPENSION**

1. Suspensions and expulsions are in effect during all school sponsored activities. Students are not to be on school property during the time of their suspension. Suspended students who are on school property will be considered as trespassers and dealt with accordingly.
2. Students are not suspended until the principal or the assistant principal has a conference with them and tells them that they are suspended. The parents will be contacted by phone or in person.
3. Students who are on an out-of-school suspension may make up any missed work. It is the student's responsibility to ask the teacher for his or her assignments upon returning to school and to submit the work according to the guidelines for make-up work as specified in Section III - Attendance.

## **IN-SCHOOL SUSPENSION**

1. These are served under the direction of the school administration. Students are expected to arrive on time, work through-out the day, cooperate with the ISS and office staff and be respectful.
2. ISS is for students who fail to live up to their responsibilities as school citizens. They will be assigned one or more days of In-School Suspension (ISS). This day, or days, must be satisfactorily completed before the student may resume their original schedule. Students will be in the ISS room all day and will eat their lunch in the ISS room.
3. ISS is also assigned to students that fail to attend ASC when assigned during the week or on SIP days.
4. Students assigned to an ISS are not allowed to have their cell phone, tablet, laptop, or other personal electronic devices. Failure to comply or cooperate will result in a more serious disciplinary consequence.

## **AFTER SCHOOL, SATURDAY AND LUNCH DETENTIONS**

1. Students are required to bring appropriate schoolwork. No food, drink, radios, head phones, MP3s, music devices, smartphones, TVs, games, sleeping, etc. will be allowed.
2. Students assigned to after-school, Saturday or lunch detentions are expected to bring enough school work to keep them busy and not cause any disruptions while in the detention room!
3. Students must serve after-school detentions within three school days after the detention is issued. Saturday detentions must be served either the first or second Saturday after the detention is issued. Lunch detentions will be served on the day they are scheduled.
4. Since students are provided with ample time to serve detentions, only written medical excuses will be accepted from those who do not show. All other instances of failure to serve detention will result in serious disciplinary action. Failure to serve after-school detention will result in Saturday detention or in-school suspension of one or more days. **Failure to serve Saturday or lunch detention will result in a one-day in-school suspension.** Pending disciplinary consequences for seniors must be completed before graduation (or per semester for early grads). For all other students, any consequences not resolved by the end of the year will be carried over to the following school year! After-school detention is from 3:15 - 4:00 p.m. and Saturday detention is from 8:00 - 10:50 a.m. Lunch detention encompasses the entire lunch hour. Students will not be allowed to enter past the start time.

Please consult the Macomb District #185 Board Policy #7:190 for further rules and responsibilities. For students with identified disabilities, behavior management plans developed by MDC/IEP team(s) may supersede standard school discipline procedures.

## **DISCIPLINE RECORDS**

Should a student transfer, quit school, or be expelled from MHS and then return during the same school year, any un-served detentions, suspensions, etc., previously a part of their record, shall be retained.

## **SEARCH AND SEIZURE**

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### School Property and Equipment as well as Personal Effects Left by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Lockdowns will not be proceeded by a warning.

### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.



## **SECTION V- ADMINISTRATIVE PROCEDURES**

### **POSITIVE COMPONENT**

The administration will sponsor a program or programs each nine weeks for the purpose of rewarding students who have not been suspended or received any formal discipline notices.

### **EQUALITY**

No pupil in the District is excluded from or segregated within any school because of his or her color, race, nationality, sex or religious affiliation.

The District does not discriminate on the basis of sex in the provision of educational and extracurricular programs, activities, services, and benefits.

### **DRESS CODE**

Conventional dress and grooming of students shall be accepted as appropriate. Students should dress to bring pride and respect to themselves and the school community. Certain modes of dress are considered disrespectful to the normal educational process and will not be allowed. The following guidelines will be helpful.

1. Footwear must be worn.
2. Articles of wearing apparel displaying indecent patches, writing, pictures or obscene or suggestive slogans are prohibited. Some examples include but are not limited to the following:
  - Advertises drugs, tobacco, or alcohol, (e.g. hemp, mushrooms, Camel cigarettes, Miller Beer)
  - Symbolizes gangs or Satan worship
  - Contains profanity, sexual innuendoes, or obscenity (e.g. Hooter, Sack Masters)
  - Racist, sexist, anti-religious sentiments
  - Any other item which may interfere with the normal operation of the school
3. Sunglasses: there is no reason, other than medical, to wear sunglasses in the building with the present lighting system.
4. Pants/shorts must be worn above the buttocks.
5. Clothing that allows undergarments or excessive amounts of skin to be viewed is prohibited.
6. Hanging chains, spiked necklaces/bracelets are prohibited.
7. Hats, caps, and hoods may be worn, provided they don't interrupt the learning environment or hide the student's identity.

Any article of clothing that creates a disruption of the orderly process of a school function or creates an endangerment to health and safety is prohibited. Students wearing such clothing will be told to change. Class time missed due to a dress code violation is unexcused. Students told repeatedly to adjust or change clothing will be subject to additional disciplinary action as provided in the handbook or policy manual.

On special days, with administrative approval, such as during homecoming week, certain parts of the dress code may be waived.

A copy of Board Policy 7:160 R (Dress and Appearance Code) is included near the end of this handbook.

## **VIDEO CAMERAS/OTHER IMAGE RECORDING DEVICES**

No student shall use any video camera or other device that photographs and/or records images unless such equipment is used for an assignment supervised by a teacher or the student receives authorization from the building administrator or his or her designee. Violations will result in disciplinary action as provided in the handbook or policy manual. (See “CELL PHONES/CAMERA PHONES” for policy regarding the possession and use of camera phones.)

## **CELL PHONES AND OTHER COMMUNICATION DEVICES**

MHS students are able to use tablets and laptops, in their classrooms or lab settings for educational activities. In all classes, each classroom teacher may rescind, modify or extend this privilege on a daily or individual basis. Students are not allowed to use their cell phone or other communication devices in the Main Office, the ISS Room or the Detention Room. There are occasions during the school day/year (PARCC, ACT, SAT or AP test days) that this privilege may be modified or rescinded by the test company.

Our students are expected to cooperate with his/her administrators, classroom teachers, program assistants, secretaries, custodians and bus drivers. Failure to do so may result in a loss of privileges and/or disciplinary action.

Cell phones may be used before school, at lunch, and after school.

1. Cell phone use is prohibited in classrooms, restrooms, and school offices, unless otherwise stated by an individual staff member in his or her room.
2. During the class period, cell phones must remain out of sight, in silent mode, without vibrating and/or making other signals (such as light beacon).
3. Cell phones must remain in the room when students leave during a class period.
4. Headphones, ear pods, and other listening devices are not to be used during the school day, except between classes, at lunch, unless otherwise stated by an individual staff member in his or her room.
5. Cell phones and other communication devices (ex: smart watches) must be kept in backpacks, lockers, or on a teacher’s desk during all tests and/or quizzes. Any cell phone or other communication device that is on site during a test and/or quiz, regardless of whether it was used, will be recorded as a zero. If a phone is needed for a test and/or quiz, this may be modified by an individual staff member in his or her room.
6. Students may be subject to disciplinary action for violating the cell phone policy.
  - a. First offense: The student’s cell phone will be confiscated by a staff member and held in the office until the end of the day. The administration will review the cell phone policy with the student before returning the phone.
  - b. Second offense: The student’s cell phone will be confiscated by a staff member and held in the office until the end of the day. The student’s parents/guardians will be contacted and informed of the refusal to follow the school’s cell phone policy.
  - c. Third offense: The student’s cell phone will be confiscated by a staff member and held in the office until the end of the day. The student’s parents/guardians must pick up the phone at the office. A detention will be issued.
  - d. Fourth offense and beyond: The student’s cell phone will be confiscated by a staff member and held in the office until the end of the day. The student’s parents/guardians must pick up the phone at the office. A detention will be issued. The phone may not be brought to school for a minimum of 30 school days up to the remainder of the school year,
7. Other communication devices are not to be used in school.
8. In case of an emergency at home, please use the office phone.
9. The school and its staff are not responsible for any damage and/or theft of any personal item.

## **ACADEMIC SUCCESS CENTER (ASC)**

The Academic Success Center is available during lunch and after school until 4:00 p.m. every day for students needing assistance with work completion, organizational help, etc. The ASC is supervised by a trained academic coach. We encourage all students who have missing assignments or have been absent from school to attend the ASC every day until he/she is caught up.

## **SCHOOL IMPROVEMENT DAYS (SIP)**

During SIP days, the Academic Success Center is open all afternoon for students who have missing work and/or need extra help on assignments. Students with missing assignments will be required to attend the ASC “Keeper List” by their classroom teachers. These students will be required to stay for the 35 minute lunch period rather than being dismissed at 11:33 a.m. The students who must stay are then dismissed at 12:05 p.m. Students with multiple missing assignments and/or D’s and F’s are strongly urged to stay until 3:00 p.m.

## **STUDENT FUND RAISING ACTIVITIES**

All recognized school groups and organizations including classes are permitted to hold one fund raising activity per year. Any school group and organization soliciting funds in the community is required to perform a community service project in conjunction with the fund raising activity. All fund raising and service project plans should be presented to the Activities Director for approval by the end of the first week of September.

There will be one all-school fundraising activity per year. All profits from this fundraiser will go to the classes.

Simultaneous activities between school groups should be avoided.

Occasionally local business and/or organizations may present a school group with an opportunity to earn money by performing a service. This may be acceptable pending approval by the Activities Director.

Under no circumstances shall any Macomb High School student solicit funds on behalf of his/her activity/sport/club from the public unless it is a fund raising activity approved by the Activity Director. Any student soliciting funds without approval is subject to disciplinary action.

## **GRIEVANCE**

Students who feel they have a grievance against any school employee may complete a Student Complaint Sheet. This form is available in the Guidance, Attendance, or Main Offices. The correct chain of command is teacher, assistant principal, principal, superintendent, Board of Education.

## **MEDICATION**

A physician and parent must fill out, sign, and return a Medication Approval Form before medication will be administered by school personnel.

Please consult Macomb School District #185 Policy #7:270 for further rules and responsibilities.

## **PASSES**

Every student needs a pass if he/she is in the corridor at any time during a scheduled period. Academic Success Center (ASC) teachers shall not permit students to go to another teacher's room unless that teacher has specifically requested the student to come and agrees to supervise during this time. Students who are leaving the building must exit during the four-minute passing period. Students who are returning from doctor appointments, etc. must re-enter through the main doors, sign in at the Attendance Office, and receive a pass to class from the Attendance Office.

Students returning from vocational or WIU classes must wait at the main doors for the passing period prior to their next class.

## **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participating in this program are available from the school office upon request.

## **VISITORS**

The school welcomes adult members of the community who wish to visit MSHS. Adult visitors should report to the Main Office before the visitation.

Students cannot bring guests to Macomb Senior High School during the regular school day. Any exceptions to this should be approved in advance by the assistant principal.

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program or meeting.

## **ENGLISH LANGUAGE LEARNERS**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the principal of MHS at 837-2331.

## HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families may be obtained by contacting the Regional Office of Education at 837-4821.

## SCHOOL VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

## INSURANCE

Students who participate in interscholastic athletics are required to carry insurance or provide a waiver of insurance signed by parent or guardian.

## LEAVING THE SCHOOL GROUNDS

If the student has attended school and wishes to go home, he/she must report to the Attendance Office. Before the student is allowed to leave school property he/she must have a note from a parent/guardian or a parent/guardian must be contacted by phone. No student will be allowed to leave school without contact with a parent/guardian, permission from the office and signing out. **Students who leave school without permission may not return that day unless accompanied by a parent/guardian.** Upon returning to school, the student must sign in at the Attendance Office.

Failure to follow the above procedures will result in the absence being listed as a truancy. **Failure to sign out or sign in will result in disciplinary consequences.**

## **SURVEILLANCE CAMERAS**

Use of video cameras in the public areas of the school building, grounds, and other property, including, but not limited to, entryways, hallways, outside the buildings on District property, may be used for the primary purpose of documenting disciplinary problems and vandalism on school grounds.

## **LOCKERS/SEARCH & SEIZURE**

Student lockers will be assigned at registration. Each student is responsible for the appearance and contents of his/her locker. Student lockers are to be kept neat and clean and used to store books only. This means no opened food or drinks are to be kept in the lockers except a normal sack lunch. Students should not share their lockers or combinations with anyone. School issued locks must be used.

A student's locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outdoor garments. If school officials believe that the student has placed illegal or dangerous materials or substances in the locker, school officials may search the locker, with or without the student's knowledge or consent. Lockers may be searched by school officials at any time for other reasons.

Students are cautioned not to bring large amounts of money, radios or cameras to school. Students are responsible for their personal property. If large amounts of money must be brought to school, there is a safe in the Main Office for students to use. At the end of the school year each student must clean out his/her assigned locker, this includes stickers. If your locker needs to be cleaned and/or repainted you may be assessed a clean-up fee.

### **Macomb Community Unit School District #185 Search and Seizure Policy #7:140**

School authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District.

Periodically safety drills and procedures are conducted to ensure the safety of all. This includes but is not limited to fire drill, bus evacuation, tornado drill, contraband search, evacuation drill, and intruder preparedness.

Please consult Macomb District #185 Board Policy #7:140 for further rules and responsibilities.

## **FINES**

Fines will be assessed according to Board Policy.

## SCHOOL CANCELLATION

The School District will post on the web page any cancellation information and will also send out automated text messages to your cell phones and calls to your house/cell phones. See the web page “notify me” tab to sign up for the text messaging service.

It is important to note, when there is no school due to inclement weather, the day will be an Academic Engagement Day. Students will complete activities during their day off and the day will count as an instructional day for purposes of attendance. Activities or assignment will be posted on each teacher's eBoard or Team site or teachers may have provided a paper copy of the activity or assignment.

## SKATEBOARDS AND IN-LINE SKATES

Skateboards and in-line skates shall not be used on MSHS property.

## SCHOOL STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses “directory” type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents’ names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. ***Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.***

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue. SW  
Washington, D.C. 20202-4605

Please consult Macomb District #185 Board Policy #7:350 for information on student records.

## **MANDATED REPORTERS**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## **TIPS FOR RECOGNIZING CHILD ABUSE**

Call the 24-hour Child Abuse Hotline at 800-25-ABUSE (800-252-2873) if you suspect that a child has been harmed or is at risk of being harmed by abuse or neglect. If you believe a child is in immediate danger of harm, call 911 first.

### **General warning signs**

The child:

- Shows sudden changes in behavior or school performance.
- Has not received help for physical or medical problems brought to the parents' attention.
- Is always watchful, as though preparing for something bad to happen.
- Lacks adult supervision.
- Often wears long sleeves or other concealing clothing in warm weather.

### **Physical abuse warning signs:**

The child:

- Reports injury by a parent or another adult caregiver.
- Has unexplained burns, bites, bruises, broken bones or black eyes.
- Has any bruises or physical injuries but is too young to walk or otherwise injure themselves accidentally.
- Has fading bruises or other marks noticeable after an absence from school.
- Seems frightened of the parents and protests or cries when it is time to go home.
- Shrinks at the approach of adults

### **Neglect warning signs:**

The child:

- Is frequently absent from school.
- Begs or steals food or money from others.
- Lacks needed medical or dental care, immunizations or glasses.
- Is consistently dirty and has severe body odor.
- Lacks sufficient clothing for the weather.
- Abuses alcohol or other drugs.
- States there is no one at home to provide care.

### **Sexual abuse warning signs:**

The child:

- Reports sexual abuse by a parent or another adult caregiver.
- Regresses to bedwetting or suddenly begins experiencing frequent nightmares or night terrors.
- Has difficulty walking or sitting.
- Demonstrates bizarre, sophisticated or unusual sexual knowledge or behavior.
- Becomes pregnant or contracts a venereal disease.
- Runs away.



**Metal abuse warning signs**

The child:

- Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity or aggression.
- Is either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example).
- Is delayed in physical or emotional development.
- Has attempted suicide or reports suicidal thoughts.
- Reports a lack of attachment to the parent

**How do I report suspected abuse or neglect**

If you suspect abuse or neglect you have a social responsibility to report it to the hotline. Your confidential call will not only make sure the child is safe, but also help provide the child's family the services they need to provide a safe, loving and nurturing home.

In addition, state law requires that most professionals in education, health care, law enforcement and social work report suspected neglect or abuse.

State law protects the confidentiality of all reporters, and your name is never disclosed. You may still choose to make a report anonymously, but the inability of investigators to follow up with you to obtain additional information may impede our investigation and the child's safety. The law protects you from civil liability for any call made in good faith.

## SECTION VI- SERVICES

### LUNCH PROGRAM

Lunch should be a pleasant time of the day and cooperation with the supervisors will help create a desirable environment. Food should not be taken from the Commons without special permission. Breakfast items are available before school. The cost of breakfast is \$1.50. The cost of Type A lunch is \$2.65, both subject to change.

Students in grades 10-12 will have an open lunch, allowing them the option of leaving school during their lunch time. Abuses such as excessive tardiness, truancy, damage to property, etc., will result in the loss of open lunch for the offending student.

**The lunch hour is closed for students in grade 9.** These students will not be allowed to leave the school grounds **unless their parent or legal guardian personally picks them up.** Ninth grade students may use the circle drive tables during lunch, but the parking lot and athletic fields are off limits.

### LIBRARY

The MSHS Library serves the students and faculty of Macomb Senior High and is open from 7:45 a.m. - 3:30 p.m. Its collection includes approximately 20,000 volumes, 70 magazine titles, three newspapers and college catalogs. The Library is networked with a mini-lab and is also equipped with CD-ROM's. A copy machine is available in the Library for student and faculty use at the cost of 10 cents per copy. Through orientation and class assignments, students are given instruction in the use of the Library and reference materials, which includes the use of an online computer to WIU's Library and Illinet.

To enter the Library during periods one through eight, students must present a signed pass to the librarian. Students who would like to use the Library for study or research during study hall must obtain a pass from a teacher or their study hall teacher and present it when they enter the Library. Students are to remain in the Library until the end of the period. No food or drink is allowed in the Library.

The procedures for checking out materials are presented during an orientation period, given to the students in writing and posted in the Library. While in the Library, students are to behave in a manner conducive to study. If these procedures are not followed, their privileges may be suspended. Lost books will be assessed at replacement costs and overdue books are assessed at a rate of 5 cents per day and reference books are .25 per day.

### POSTERS

There shall be no advertising or printed material of any nature distributed or displayed on school property without prior approval of the administration. All posters must be approved and initialed by the principal or assistant principal before they may be displayed on school property. Posters are to be taken down at the close of the event by the individual or organization posting them.

## **HEALTH SERVICES**

The school nurse or her assistant is on duty in the Infirmary at various times during each day. Students who become ill at school must be excused through the Infirmary after parents have been notified by the nurse or assistant. You must have a pass from the teacher in the class you will be missing.

The School Code of Illinois requires each student entering school in the ninth grade and all athletes to have a physical exam. The examinations must be on file with the school prior to the first pupil attendance day for the school year.

In addition to the physical examination, every child entering any public, private, or parochial school in the State of Illinois shall be immunized against: measles, rubella, tetanus, diphtheria, poliomyelitis, pertussis, and mumps. Further, the Department of Public Health may require immunization against any one or more of these diseases for pupils entering 9th grade. A record of such examination from another school system will be accepted.

Students will be excluded from school when there is failure to comply with these rules and regulations prior to the first pupil attendance day for the school year. Parents who feel that they cannot comply with this policy should follow the proper channels of communication through the building principal.

The district has a communicable disease policy. Those interested should request a copy from the Unit Office.

## **COMMUNICABLE DISEASES**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **HEAD LICE**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## **TELEPHONES**

The school telephones are for business purposes and should be used as such. Students will be called to the Office to take emergency calls. The Office phone may be used by students during the day only when it is necessary for the Office personnel to speak to their parents.

## **VENDING MACHINES**

Soft drink and snack machines are available for student use after school and then only as long as the students keep the school area clean.

Repeated violations of these rules and/or complaints by teachers will force us to remove the machines from the premises. RESPECT THIS PRIVILEGE!!!

# **SECTION VII - TRANSPORTATION**

## **BUS RULES**

The Macomb Community Unit School District provides transportation services to students as required by the Illinois School Code. Students are assigned by the District's contracted carrier to bus stops and buses. Students are not required to walk more than 1.5 miles to any bus stop (less distances are permitted for those students who reside in hazardous areas identified by the Illinois Department of Transportation). Students and parents are reminded that bus riding is a privilege extended to the student and family and is not a legal right. Bus riding privileges may be suspended for violations of established District rules and regulations and the Contracted School Bus Service Rules and Regulations. If a student is requesting to ride a bus other than the regularly scheduled one, he or she must have a bus pass issued from the building the student attends. Students must get on and off the bus at their assigned stops.

The video cameras on school buses may be used to monitor student behavior, to maintain order on the school buses, and to promote and maintain a safe environment. The content of the videotapes may be used in a student disciplinary proceeding. Videotapes will be retained only if necessary for use in a student disciplinary proceeding or other matter as deemed necessary by the administration.

### **Violation Categories**

#### **TYPE A VIOLATIONS:**

A BUS CONDUCT REPORT IS FILED IMMEDIATELY BY THE DRIVER AND GIVEN TO THE DISPATCHER WHO WILL LOG THE VIOLATION AND SEND THE BUS CONDUCT REPORT TO THE BUILDING PRINCIPAL VIA INTER-SCHOOL MAIL.

Behaviors that fall into this type of violation include, but are not limited to: fighting, destruction of property, disrespect to the driver, endangerment to passengers, reckless misconduct, hand/head/body hanging out of the window, abusive or obscene language or gestures, possession/use of tobacco products, drugs, or alcohol.

#### **TYPE B VIOLATIONS:**

Behaviors that fall into this type of violation include, but are not limited to: horseplay, eating food, drinking, bringing animals (with the exception of animals required to assist students with a vision disability), standing while the bus is in motion, crossing BEHIND the bus, or failure to follow the driver's instructions while unloading, crossing the street or road to board the bus, or crossing in front of the bus.

#### **PROGRESSIVE DISCIPLINE PROCEDURES USED BY THE BUS DRIVERS FOR TYPE B VIOLATIONS INCLUDE:**

1. **First Violation**      Driver gives the student a verbal warning with the day and violation recorded in the driver's log.
2. **Second Violation**      The driver gives the student an assigned seat, a second verbal warning, and violation is recorded in the driver's log.
3. **Third Violation**      A Bus Conduct Report is completed and sent to the building principal for disciplinary action. The Bus Conduct Report will review the first and second violation and action taken previously by the driver.

Bus conduct reports completed by the driver shall be submitted in a neat and complete manner and turned in to the dispatch office for review at the end of his/her run. The dispatcher or Transportation Manager will record the Bus Conduct Report in the Transportation log prior to forwarding it to the building principal. Type A violations follow the same procedures with the addition of an immediate call to the building principal to alert the principal of the serious Type A violation so that immediate disciplinary procedures can be initiated.

## **Procedures to be Followed by Building Principals When a Bus Conduct Report Has Been Filed**

The building principal or his/her designee is not required to follow the District's progressive discipline procedures for Type A violations. Students in violation of Type A or a series of Type B violations are subject to a suspension from the bus and may also be subject to an out-of-school suspension and/or a recommendation to the Board of Education for expulsion depending on the nature of the specific violation(s). District student discipline procedures and Board of Education policies are in force when a student is on the bus, on building grounds, in the building, or attending co-curricular activities.

### **First Referral**

The building principal or his/her designee will meet with the student to review the Bus Conduct Report of a rule/regulation violation(s). The parent will be contacted to insure that the parent has been made aware of the violation and disciplinary action. All due process will be afforded to the student. **The student will be warned** that another violation will result in a suspension from the bus and other disciplinary action as required.

### **Second Referral**

The building principal or his/her designee will meet with the student to review the Bus Conduct Report of a second rule/regulation violation(s). The parent will be contacted to insure that the parent has been made aware of the violation and disciplinary action. **A one-day suspension from the bus will be assigned.** All due process will be afforded to the student. The student will be warned that another violation will result in a three-day suspension from the bus and other disciplinary action as required.

### **Third Referral**

The building principal or his/her designee will meet with the student to review the previous Bus Conduct Reports that have resulted in disciplinary actions and review the third rule/regulation violation(s). The parent will be contacted to insure that the parent has been made aware of the violation and disciplinary action. **A three-day suspension from the bus will be assigned.** All due process will be afforded to the student. A warning will be given to the student and parent that further violations will result in a ten- day suspension from the bus or the loss of bus riding privileges for the remainder of the school term and other disciplinary action as required.

### **Fourth Referral**

The building principal or his/her designee will meet with the student and parent (a parent conference is required) to review the series of previous Bus Conduct Reports that have resulted in disciplinary actions and review the fourth rule/regulation violation. **A ten-day suspension from the bus will be assigned.** All due process will be afforded to the student. A warning will be given to the student and parent that further violations will result in a loss of bus riding privileges for the remainder of the school term and other disciplinary action as required.

### **Fifth Referral**

The building principal or his/her designee will meet with the student and parent (a parent conference is required) to review the series of Bus Conduct Reports that have resulted in disciplinary actions and review the fifth rule/regulation violation. All due process will be afforded to the student. **The student will lose his/her bus riding privileges for the remainder of the school term and other disciplinary action as required.**

## SECTION VIII - ACADEMICS

### GRADUATION REQUIREMENTS

For your reference, a copy of the MHS graduation requirements is included in the back of this book under Policy #6:300 and in the Course Plan Bok which is available on the high school website at <https://www.macomb185.org/DocumentCenter/View/11980/Course-Plan-Book-?bidId=>.

Please spend some time reviewing these requirements. When transcript information for transfer students is incomplete, credit for work previously taken is to be determined by the principal working in cooperation with guidance counselors and subject-area teachers. Tests, oral examinations, and available information on previous schooling can be used to make this determination.

#### **Academic vs. Non-academic:**

All courses that meet once a day each day of the week will be considered academic courses with the exception of P.E. and the behind the wheel portion of driver education.

### CREDITS

Classes meeting Monday through Friday, one period per day, for one semester are assigned one-half credit. One-quarter classes are assigned one-quarter credit. Exceptions include vocational classes which meet two periods per day, and are assigned one credit per semester.

### JUNIOR HIGH CREDIT

A high school course taken by a Macomb Junior High (MJH) student, in (MJH) junior high classes, counts as Macomb High School (MHS) credit and will be on your student's (MHS) high school transcript. The grade counts toward Macomb High School class rank and GPA. However, it does not count toward the (MHS) Math graduation requirement.

MHS receives Semester 1 and Semester 2 Geometry grades from MJHS. MJH recalculates the MHS grade to include the semester exams that were taken in 8th grade but were not calculated into the MJH grade.

If a (MJH) student with a final 8th Grade grade of C– or below in Geometry at MJHS wishes to retake Geometry at MHS, his/her parents/guardians must notify the MJH and MHS principals no later than (5) school days after the last day of attendance.

The MJH students do not qualify for the MHS attendance incentive waiver.

### UNIVERSITY COURSES

Senior students at Macomb High school may be permitted to take courses provided the student:

1. The building principal approves the institution and the course in advance
2. The student/family assumes responsibility for all tuition and fees.
3. The student/family provides official documentation of grades.
4. Grades earned in these courses will be on the MHS transcript, but will not be used to compute rank and grade point average. (With the exception of Composition 101 and 102 which are taught at MHS by an MHS teacher.)
5. A maximum of 4 credits may be counted toward the MHS graduation requirements.

Students considering these college courses should check with their high school counselor for additional details and information. Students choosing off campus courses are responsible for their own transportation to and from those locations and all tuition and/or fees associated with these classes.

A student must be in at least four academic classes at Macomb High School to qualify for honor roll.

Courses taken at Spoon River, WIU, or correspondence will not count as one of the four.

College credit may be earned by juniors in the summer between their junior and senior years.

## CAREER AND TECHNICAL EDUCATION (CTE)

Students considering taking these classes should check with their high school counselor for additional details and information. Students choosing these classes have partial attendance hours in multiple buildings, additional fees and requirements, and possibly different attendance dates. Since transportation is provided by the district, all students must ride their bus daily unless they receive prior authorization from MHS administration. Students who have written permission from a parent or guardian on file with the office will be permitted to drive to off campus classes. Failure to comply may result in disciplinary consequences and/or removal from the program.

## DUAL CREDIT

In conjunction with Spoon River College, and as part of our daily curriculum, MHS will be offering several dual credit courses, provided minimum enrollment numbers are met. Students should first sign up for these classes as part of our regular course registration process, and then **complete all Spoon River College requirements for admission and tuition. Administrative procedures for both Macomb Senior High School and Spoon River College will be enforced.** For additional information regarding dual credit, see the Course Plan Book at <https://www.macomb185.org/DocumentCenter/View/11980/Course-Plan-Book-?bidId=>.

## ADVANCEMENT

The scale for advancement is as follows:

Freshman:	0 to 5.49 credits earned
Sophomores:	5.5 to 10.99 credits earned plus one full year of attendance
Juniors:	11.0 to 15.99 credits earned plus two full years of attendance
Seniors:	16.0 and above credits earned plus three full years of attendance

## GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest potential academically, emotionally, and socially. A counselor is available to assist students individually to support them as they learn to explore, understand and manage their own needs. Students may request to see the counselor by filling out a sign-up sheet in the counseling office. In addition, there can be teachers or teams that request a contact with a student or a parent/guardian request for the counselor to meet with their child.

The school counselor adheres to the American School Counselors Association's ethical code as well as pertinent state laws regarding confidential information. Examples of situations where the right to privacy and confidentiality must be broken are when a student is at risk of hurting self or others. This also may include consultation with other professionals to best assist the student.

There may be instances when a service that a student needs is above the scope of what a student can obtain in the school setting. The counselor will do his/her best to provide information to parents/guardians about local social services available. The overall objective is to help students develop meaningful, responsible, and productive lives.

## TUTORING

Students who encounter difficulty in any of their classes may request National Honor Society Tutoring. Whenever possible, students needing help with a class will be paired with a National Honor Society member who will help during a mutually-free period, after school, or in the evening. When monies are available, adult tutors are also available.



## **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing that she is medically unable to attend regular classroom instruction as well as up to 3 months after the child's birth or miscarriage.

For information on home or hospital instruction, contact the school counselor.

## **SEX EDUCATION INSTRUCTION**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene, or traditional courses in biology.

## **TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

## **FINAL EXAM SCHEDULE AND RULES**

Exams count at least ten percent, but not more than twenty percent, of the final grade. Seniors maintaining an "A" average in any course are exempt from taking a final exam in that course at the end of the 8th semester. Seniors graduating at the end of the 7th semester are also exempt from taking final exams providing they maintain an "A" average in a course. Once 7th semester early grads have completed their 7th semester, they are no longer eligible to participate in extracurricular activities at MHS.

## **MHS SECOND SEMESTER FINALS INCENTIVE**

To promote MHS expectations, we will offer a second semester final exam incentive. Students will not be required to take final exams in May, if they meet the following criteria:

1. The student must have zero unexcused absences second semester. (Arriving more than 10 minutes late to a class is an unexcused absence.) This is per class/period. In addition, class periods where a student has arrived 10 minutes after the start of class are counted as absences.
2. The student must have 20 or fewer tardies for all periods combined during the school year.
3. In every class the student wishes to be exempt from the final, they must earn a "C" or above.
4. The student must not have more than 2 Level I or II Referrals during the 2nd semester.
5. The student must not have an OSS and/or a Level III Referral during the 2nd semester.
6. The student has a right to take each waived exam to better improve their grade.

## **INCOMPLETE GRADES**

All incomplete grades should be made up within two weeks after each grading period. After the two week time limit has expired, all incompletes will be converted to a final grade using existing scores. Exceptions to this policy must be approved by the principal.

## **EARLY GRADUATION**

Students planning to graduate early (prior to completion of eight semesters of attendance) must make the request in writing to the high school principal no later than September 1<sup>st</sup> of the school year of the planned graduation and make all arrangements through the MHS Guidance Office. If approved, a conference involving parent(s), (when the student is less than 18 years of age), the student, and counselor will be required.

Students may graduate following the completion of at least seven semesters of attendance if they have met the minimum credit requirements for graduation. Parental consent shall be required for students less than 18 years of age who plan to graduate prior to the completion of eight semesters of attendance.

<u>Senior Advantages</u>	<u>7th Semester</u>	<u>9th Semester Plus</u>
Graduation	Y	Y
Project Graduation	Y	Y
Prom	Y	N*
After-Prom	Y	N
Exempt from Finals	Y**	N

\*ONLY AS A DATE

\*\* IF THEY QUALIFY

Seventh-semester early grads will be able to attend that year's prom and project graduation as MHS seniors. Early graduates will not be able to attend activities as MHS seniors (with the exception of prom, after-prom, graduation, and project graduation as listed above). Students enrolled at the Academy for Secondary Education are not Macomb High students and are not entitled to attend MHS activities. (Macomb ASE students may participate in graduation ceremonies.) West Central Illinois Special Education Coop students who are not from the Macomb District, are not allowed to attend any MHS activities. They may attend activities as a Macomb High School student's guest if approved by the Administration.

## **GRADUATION EXERCISES**

The site and date of graduation exercises will be determined annually by the Board of Education. Attendance at graduation exercises is voluntary. Graduates who choose to attend and are under the influence of drugs/alcohol or are not dressed appropriately will not be allowed to participate.

## **GOLD CORDS**

Members of each year's graduating class who have achieved a 3.333 or higher cumulative grade point average at the end of their 7th semester will receive a gold cord to be worn with their cap and gown at graduation. The gold cords traditionally signify honor graduates.

## CAPS AND GOWNS

All seniors, if they desire to participate in graduation exercises, must be measured for their caps and gowns in the fall of the year of their graduation. There is a payment due at that time. If seniors wish to purchase additional tassels, there is an additional fee.

## VALEDICTORIAN/SALUTATORIAN

Cumulative grade point average is determined by grades earned beginning with the freshman year. The senior student(s) with the highest overall GPA is named Valedictorian. The senior student(s) with the next highest GPA is named Salutatorian. The Valedictorian and Salutatorian will be chosen at the end of eight semesters. In order to qualify for either award, a student must have been enrolled as a full-time student (at least four academic classes each term) at Macomb High School a minimum of any four semesters. If there is a tie for Valedictorian, the Salutatorian title will still be awarded. Off campus classes (WIU, Spoon River, Correspondence, etc.) will not count when determining if a student is a full-time student.

In calculating GPA for Valedictorian/Salutatorian honors, figures will be rounded to the nearest thousandth, based on eight semesters. Early graduates will be eligible for the Valedictorian/Salutatorian award from the class with which they graduate.

## GRADING

% - Letter Grade

94 - 100 = A (4.0)	74 - 79 = C (2.0)
92 - 93 = A- (3.666)	72 - 73 = C- (1.666)
90 - 91 = B+ (3.333)	70 - 71 = D+ (1.333)
84 - 89 = B (3.0)	64 - 69 = D (1.0)
82 - 83 = B- (2.666)	62 - 63 = D- (.666)
80 - 81 = C+ (2.333)	

Grades earned at Macomb Senior High School and/or any accredited American high school will be used to compute students' GPA. An explanation of how a grade point average is figured is available in the Guidance Office. Credit from a foreign high school will be determined by the principal on an individual basis. Courses taken at Spoon River, WIU, or through correspondence will not be used to compute students' GPA. High school level courses taken prior to the 9th grade may appear on the transcript and count toward a student's GPA. If the course is repeated during grades 9-12, the junior high course will not appear on the transcript nor count toward the GPA.

Students who have taken a course at MHS and earned a grade lower than a C- may have the option of retaking the course at MHS to improve their grade and increase their knowledge. If a student agrees to retake the course for an improved grade, the following conditions will apply:

1. The original grade and the new grade will both be used in calculating the GPA.
2. Students will not receive double credit for the course. Students will receive credit as if they had taken the course only once.

## AP COURSES

Students enrolled in AP courses receive additional points based on the number of AP courses completed. The bonus GPA formula is located on the Guidance eboard on the high school web page under course planning.

AP English 11  
AP English 12  
AP European History  
AP Calculus  
AP Spanish  
AP Chemistry

## **HONOR ROLL**

The honor roll is composed of those students who have achieved at least a 3.333 average. Those students who achieve a 3.666 or higher average will be designated as "high honors" on the honor roll. A student must be in at least four academic classes at Macomb High School to qualify for honor roll. Courses taken at Spoon River, WIU, or correspondence will not count as one of the four. The honor roll will be computed at the end of each nine weeks and each semester. Any student (foreign exchange, part-time, full-time, etc.) at MHS may qualify for the honor roll.

## **CLASS RANK**

All students will be ranked according to cumulative GPA except self-contained special education students, foreign exchange students, and part time students.

Seventh semester early graduates will also be ranked for the 8th semester using their 7th semester cumulative GPA.

## **MINIMUM COURSE LOAD**

To be considered full time, students must be enrolled in seven (7) attendance periods. Of the seven periods, at least five periods must be academic classes. One period can be physical education; one period can be an Academic Success Center. Students enrolled in less than seven attendance periods are considered part-time. Full-time and part-time status is not determined by the number of credits earned.

## **AUTOMOBILE INSURANCE/GOOD STUDENT DISCOUNT**

Requested student academic information will be reported accurately. Qualifying statements giving more specific academic information may be provided by guidance counselors or administration when appropriate.

## **FOREIGN EXCHANGE STUDENTS**

Foreign exchange students may participate in graduation if they wish. They will receive a certificate of attendance or a diploma if they have met all of District #185's requirements for graduation.

They can qualify for the honor roll.

They will not be ranked.

They will not be eligible for Valedictorian/Salutatorian or any other academic awards with the exception of honor roll.

They should have a working knowledge of English.

## **PART TIME STUDENTS**

Do not qualify for honor roll.

They will not be ranked.

They will not be eligible for Valedictorian/Salutatorian or any other academic awards.

## **SECTION IX - EXTRACURRICULAR ACTIVITIES**

**If a student is truant from school the day before a weekend activity or a holiday activity, then the student may not participate in activities during that weekend or that holiday.**

### **ACADEMIC ELIGIBILITY REQUIREMENTS**

As per Board Policy #7:240, "In order to be eligible to participate in any school-sponsored high school athletic or high school extracurricular activity, a student must maintain a cumulative 1.5 grade point average (GPA), be enrolled in a minimum of five (5) academic classes, and be earning a passing grade in each course in which the student is enrolled. Any student-participant failing to meet these academic criteria shall be suspended from the activity for seven (7) calendar days (Monday—Saturday) or until the specified academic criteria are met, whichever is longer. In addition, any student-participant who fails to maintain the required 1.5 GPA for the semester or fails any class for the semester shall be declared ineligible for the following semester."

### **ART CLUB**

Art Club provides a meeting place for Macomb High School students who are talented and interested in visual arts experiences beyond those offered in the classroom. To be a member, a student does not need to be enrolled in an MHS art class.

### **BOMBER DANCE TEAM/CHEERLEADERS**

Any student at MHS may try out for the squad. This squad practices regularly and participates at home football and basketball games and other activities involving the Marching Band. There is one cheerleading squad for football and basketball. The squad is chosen in the spring.

### **ECOLOGY CLUB**

This club is interested in improving the environment through education. Primary activities are centered around increasing the biological awareness of the student body and community. Display cases, speakers, petitions, and selling environmental T-shirts are used to implement this. Club members further their own knowledge through field trips and research. Activities include: Eagle watch, Wildlife Prairie Park, St. Louis Zoo, and night hike.

### **COLOR GUARD**

Color guard works with the Marching Band at football games, field show competitions, and parades. This group practices regularly.

### **JAZZ BAND**

The Jazz Band is formed from members of the Concert Band. It is considered extracurricular and rehearses and performs outside of the school day.

### **JAZZ VOICES**

Jazz Voices is formed from members of the choir. It is considered extracurricular and rehearses and performs outside of the school day. This is an auditioned ensemble that sings the various types of music of the jazz genre.

## **MADRIGAL SINGERS**

Madrigal Singers is formed from members of the choir. It is considered extracurricular and rehearses and performs outside of the school day. This is an auditioned ensemble that primarily sings acappella.

## **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in students of secondary schools. At Macomb Senior High School, member selection is based upon the following method.

1. The guidance office will verify academic eligibility (cumulative GPA of 3.5) after the first semester of the sophomore, junior, or senior years.
2. A letter of invitation will be mailed to each eligible student. The letter will notify each academically eligible student of the procedures and deadlines to follow if they wish to seek National Honor Society selection. The responsibility for obtaining, completing, and returning the Student Activity Information Sheet and all other required materials by the deadline lies with the student.
3. Leadership, character, and service are the key components for selection in National Honor Society. A student's cumulative GPA simply makes him/her eligible for membership consideration. Teachers will be asked to provide input as to each student's observed leadership, character, and service.

The Faculty Council will meet after all information sheets and essays have been submitted by the students applying for membership. The advisor will also provide the council with the input received from the teachers. The Faculty Council will then review the information sheets, essays submitted, and teacher input in order to select those students who they feel meet the established standard for selection into the Macomb Senior High School

## **SCHOLASTIC BOWL**

Scholastic Bowl provides a show place for the academically talented students in Illinois school systems. The team meets each Wednesday and competitions are held on Saturdays beginning in October and ending in March with the IHSA state tournaments.

## **SCIENCE CLUB**

The Science Club provides the opportunity for students to pursue science research beyond the classroom. The Club competes in several science shows in the spring and there is the opportunity to win a trip to the State or International shows. The Club meets regularly on Monday nights.

## **SPEECH TEAM**

Speech team is a group of students who compete as individuals in a variety of speech performance activities: public speaking, radio news casting, comedy, interpretation of literature, and acting. The team meets after school in the fall to find and prepare material and to practice. Competitions with other schools are held on Saturdays and begin in December and continue through the IHSA state tournament which is the end of February. Our goal is to broaden appreciation of speech material and literature and improve poise and skill in presentation.

## **STUDENT COUNCIL**

The Student Council serves as an intermediary between students and the administration and assumes much responsibility for organizing high school activities. Officers, representatives, and alternates are elected in the spring of each year. Student Council meetings are open to all students and staff.

## **THESPIANS**

The goal of this organization is to promote theater arts at Macomb High School. To be a member, you must earn 20 Thespian points by working on or acting in productions.

## **SPORTS**

### **Fall**

(Boys)

Football  
Cross Country  
Golf  
Soccer

(Girls)

Volleyball  
Swimming  
Cross Country  
Golf  
Tennis

### **Winter**

Basketball  
Swimming  
Wrestling

Basketball  
Competitive Cheerleading  
Competitive Dance

### **Spring**

Baseball  
Track  
Tennis  
Bass Fishing

Softball  
Track  
Soccer  
Bass Fishing

## **EXTRACURRICULAR CONDUCT CODE FOR PARTICIPANTS AND SPECTATORS**

Guidelines for behavior of both participants and spectators at Macomb Community Unit School District #185 extracurricular events have been adopted by the Board of Education. Please consult Board Policy #7:240 for specific behavioral expectations at extracurricular events.

## **SCHOOL SONG**

**On, Macomb, fight on  
You've got to keep your spirits strong  
Give out with all you've got today  
You've got to make those people say**

**RAH, RAH, RAH!**

**On, Macomb, fight on  
You've got to keep those banners waving  
You've got to keep those spirits high  
When you're reaching for the sky**

**FIGHT ON MACOMB, FIGHT ON!**

Please consult Macomb District #185 Board Policy #7:240 for further rules and responsibilities regarding extracurricular activities.



**ADMINISTRATIVE PROCEDURE****Dress and Appearance Code**

The Board of Education has determined that compliance with this Student Dress and Appearance Code is reasonable and necessary for the administration of an orderly school program. The Board of Education encourages parents/guardians to help ensure compliance with this policy.

1. Students are not to attend school wearing:
  - a. clothes which endanger their health and safety (e.g. students may not walk barefoot);
  - b. clothes which endanger the health or safety of others (e.g. sharp objects);
  - c. clothes which cause damage to property (e.g. studded fabrics);
  - d. clothes which disturb or disrupt the orderly process of school functions.

This includes, but is not limited to, see-through clothing, bare-midriff tops, halter tops, underwear worn as outerwear, spandex or other "skin tight" clothing, beach apparel, and gang-related apparel or insignia. Clothing may not expose undergarments.

Students are expressly prohibited from wearing any clothing bearing logos which are obscene, prurient (tending to excite lust; lewd), sexist, racist, or have double meanings. Students are also expressly prohibited from wearing clothing bearing logos which advertise or promote in any way controlled/illegal substances, tobacco, or alcohol.

2. The clothing or any items of apparel must be clean, in good repair, and shall fit the student. Within the class, no students will wear garments primarily designed for outdoor wear. This includes hats, coats, gloves and headbands. Clothing or other items of apparel shall not be of a type that a reasonable student could anticipate would interfere with the educational process of the school.

A student violating this Dress and Appearance Code will be warned and/or assigned detention. The student may be sent home to change, or the parent will be instructed to bring the student a change of clothes. Repeated violations of this Code may result in additional disciplinary action in accordance with the District's student disciplinary policy and procedures.

All school rules and regulations apply equally to the school day, the school grounds, travel between school and home, and all field trips and school-sponsored activities.

Adopted 9-16-97

## INSTRUCTION

### Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for

1. Completing all District graduation requirements that are in addition to the State requirements, as noted in the MHS Student Handbook.
2. Completing all courses as provided in The School Code, 105 ILCS 5/27-22;
3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule.23 Ill.Admin.Code &1.440;
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance; and
5. Participating in State assessments that are required for graduation by the School Code, 105 ILCS 5/2-3.64a-5(c).

The Superintendent or designee is responsible for

1. Maintaining a description of all course offerings that comply with the above graduation requirements;
2. Notifying students and their parents/guardians of graduation requirements;
3. Developing the criteria for #4 above; and
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

### Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

### Certificate of Completion

A student with a disability who has an individualized education program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

### Veterans of World War II , the Korean Conflict, or the Vietnam Conflict

Upon application, an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict will be awarded a diploma, provided that he or she: (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, 5/27-22.10, and 70/  
105 ILCS 70/, Educational Opportunity for Military Children Act.  
23 Ill.Admin.Code §1.440.

**INSTRUCTION**

**Graduation Requirements**

CROSS REF.: 6:30 (Organization of Instruction), 6:300-E (Application for a Diploma for Veterans of WWII or the Korean Conflict), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted 9-16-97  
Revised 6-10-02  
Revised 12-15-03  
Revised 01-18-05  
Revised 02-22-05  
Revised 01-23-06  
Revised 11-19-07  
Revised 02-18-09  
Revised 02-17-10  
Revised 02-23-11  
Revised 06-15-15  
Revised 10-17-16  
Revised 06-18-18

## STUDENTS

### Administering Medicines to Students

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 or school-related activities, the parent/guardian must request that the school dispense the medication to their child 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.

### Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form". The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication or storage of any medication by school personnel.

### School District Supply of Undesignated Epinephrine Auto-Injectors/Undesignated Opioid Antagonist/ Undesignated Asthma Medication

The Superintendent or designee shall implement Section 22-30 (f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

The Superintendent or designee shall implement Section 22-30 (f) of the School Code and maintain a supply of undesignated Opioid Antagonist (Narcan) in the name of the District and provide or administer it as necessary according to State Law. Undesignated opioid antagonist (Narcan) means an opioid antagonist (Narcan) prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined by State law, may administer an undesignated opioid antagonist (Narcan) to a person when they, in good faith, believe that the person to be experiencing an opioid overdose.

The Superintendent or designee shall implement Section 22-30 (f) of the School Code and maintain a supply of undesignated Asthma Medication in the name of the District and provide or administer the medication as necessary according to State Law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined by State law, may administer an undesignated asthma medication to a person, when they, in good faith, believe the person is having an asthma attack.

Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

### Void Policy; Disclaimer

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated medications from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescriptions for undesignated medications.

Upon any administration of an undesignated medication, the Superintendent or designee(s) must ensure all notification required by State law and administrative procedures occur. Upon implementation of this policy, the protection from liability and hold harmless provisions as explained in Section 22-30 (c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of undesignated medications. This policy does not guarantee the availability of undesignated medications; students and their parents/guardians should consult their own physician regarding this medication.

**STUDENTS**

**Administering Medicines to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

LEGAL REF.: 105 ILCS 5/10-20.14b and 5/10-22.21b, and 5/22-30.

CROSS REF.: 7:285 (Food Allergy Management)

ADMIN.PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of Undesignated Epinephrine Auto-Injectors), 7:270-E (School Medication Authorization Form)

Adopted 9-16-97  
Revised 12-20-99  
Revised 11-20-00  
Revised 12-17-01  
Revised 01-16-07  
Revised 02-23-11NA  
Revised 05-21-12  
Revised 06-15-15  
Revised 06-18-18

**STUDENTS**

Exhibit - Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act

Re: When may school officials require a student to share the content from his or her account or profile on a social networking website?

Dear Parent(s)/Guardian(s):

State law require(s) the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of "social networking website" include Facebook, Instagram, Twitter, and ask.fm.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is reasonable suspicion about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Please contact the school if you have any questions.

Sincerely,

Scott Sullivan  
Building Principal

Adopted 05-19-14  
Revised 05-16-16

**STUDENTS**

**Exhibit - Memo to Parents/Guardians Regarding Bullying and School Violence**

Re: Bullying

Dear Parents/Guardians:

At our school, bullying of any kind, by any person, is unacceptable. All students should be free from worries about being bullied. Students who bully others must be taught other, appropriate ways of interacting with peers. The purpose of this letter is to provide you with information concerning the School District's anti-bullying program and to encourage you to help us identify students who are being bullied.

The School Board policy on bullying begins with this goals statement:

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 is an important District goal.

Bullying is defined as follows:

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

Placing the student in reasonable fear of harm to the student's person or property.

Causing a substantially detrimental effect on the student's physical or mental health.

Substantially interfering with the student's academic performance.

Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

I asked our school staff members to respond immediately and with compassion to a student who reports bullying or school violence. After evaluating the situation to determine if an immediate referral to my office is needed, a staff member will give the student our form for reporting bullying, 7:180-AP1, E5, *Report Form for Bullying*. I will inform you whenever your child is involved in a bullying report.

I also asked our staff members for their feedback and concerns specifically regarding locations that may be bullying *hot spots* needing additional supervision or monitoring or if there are any known bullies or targets of bullying in our building. I want to ask you to do the same thing. Please inform me if you know of any bullying *hot spots* in or around our school, or if you are aware of a known bully or target of bullying.

Finally, I requested our staff members to intervene immediately to stop a bullying incident. They will immediately contact building security and or law enforcement if the incident involves a weapon or other illegal activity.

Below are some of the signs that a young person is being bullied:

- Does not want to go to school and refuses to explain the reason
  - Talks about not having any friends
  - Has unexplained bruises, cuts, scratches, or abrasions
  - Has unexplained damage to clothing, possessions, books, etc.
  - Frequently loses money or possessions
  - Loses interest in school and/or has declining grades
- Becomes withdrawn and/or has stress or depression symptoms

**STUDENTS**

**Exhibit - Memo to Parents/Guardians Regarding Bullying**

These signs do not necessarily mean your child is being bullied, but if present, ask your child whether he or she is being bullied.

If you notice major unexplained changes in your child's behavior, please talk with them to determine if incidents of bullying might be the cause.

Please let me know if you have any questions or concerns.

Sincerely,  
Scott Sullivan

Building Principal

Adopted 12-16-13  
Revised 03-18-19



**STUDENTS****Exhibit - Memo to Parents/Guardians Regarding Teen Dating Violence**

Re: Teen Dating Violence

Dear Parents/Guardians:

At our school, teen dating violence is unacceptable. We are committed to providing our students with a school environment where they can learn free from worries about school violence. The purpose of this letter is to inform you of School Board policy, 7:185, Teen Dating Violence Prohibited, which is a component of the District's anti-bullying program.

Research has shown that teen dating violence can form lifelong, unhealthy habits during young adults' formative years. Educating parents/guardians, students, and staff about teen dating violence can help us identify incidents of teen dating violence at school or school-related activities. The Board's policy states that teen dating violence occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Students in grades 7 through 12 will receive age-appropriate instruction on teen dating violence including its warning signs and prevention. School staff will also receive training on handling the signs and incidents of teen dating violence. I have asked our school staff members to respond immediately and with compassion to a student who reports teen dating violence. After evaluating the situation to determine if an immediate referral to my office is needed, a staff member will give the student our form for reporting bullying, 7:180-AP1, E5, Report Form for Bullying.

Finally, I have directed staff members to intervene immediately to stop incidents of teen dating violence occurring at school. They will proceed under our District's procedures for responding to incidences of bullying and school violence.

Below are some warning signs that your child may be involved in teen dating violence:

- Name-calling and put-downs. Does one individual in the relationship call the other person names? Does he or she use insults to put the other person down?
- Extreme Jealousy. Does one individual in the relationship act incredibly *overly* jealous when the other talks to peers? Does one person accuse the other of flirting even when it's innocent conversation?
- Making Excuses. Does one individual in the relationship make excuses for the other? Does he or she have to apologize for the other person's behavior?
- Canceling or changing plans. Does one individual cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
- Monitoring. Does one person call, text message, or check up on the other constantly? Does he or she demand to know the other person's plans or with whom the other person was with?
- Uncontrolled Anger. Have you seen one individual lose his or her temper? Does he or she throw things – or break things – when angry? Does one person in the relationship worry a lot about upsetting the other?
- Isolation. Has one individual in the relationship given up spending time with friends? Has that individual stopped doing activities that used to be important?
- Dramatic Changes. Have either of the individuals in the relationship had appearance changes? Has he or she lost or gained weight? Have his or her grades dropped? Does he or she seem depressed?
- Injuries. Does one person in the relationship have unexplained injuries, or does he or she give explanations that don't make sense?
- Quick Progression. Did the relationship get serious very quickly?

**STUDENTS**

**Exhibit - Memo to Parents/Guardians Regarding Teen Dating Violence**

These signs do not necessarily mean that your child is involved in teen dating violence, but, if present, talk to your child about teen dating violence.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at:

[www.cdc.gov/ViolencePrevention/intimatepartnerviolence/teen\\_dating\\_violence.html](http://www.cdc.gov/ViolencePrevention/intimatepartnerviolence/teen_dating_violence.html).

Please let me know if you have any questions or concerns.

Sincerely,  
Scott Sullivan

Building Principal

Adopted 03-17-14  
Revised 03-18-19

## INSTRUCTION

### **Education of Homeless Children**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless” child is defined as provided in the McKinney-Vento Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school. The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
Ill. Education for Homeless Children Act, 105 ILCS 45/

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health Examinations, Immunizations, and Exclusion of Students)

ADMIN. PROC.: 6:140-AP (Education of Homeless Children)

Adopted 10-21-02  
Revised 12-19-05  
Revised 12-12-16  
Revised 06-18-18

**STUDENTS****Administrative Procedure - Prevention, Identification, Investigation, and Response to Bullying and School Violence****Administrative Procedure - Prevention, Identification, Investigation, and Response to Bullying**

The strategic components for integrating an anti-bullying program into the District's existing policies and procedures are listed below. Each component lists specific implementation steps along with resources and accompanying exhibits. The Superintendent or designee, at the District-level, or the Building Principal or designee, at the Building-level, is responsible for the integration of these components. Use the local conditions of the community and other available resources to determine the best implementation methods. At times, support from the School Violence Prevention Team (see 4:170-AP7, Targeted School Violence Prevention Program) may be appropriate as bullying and threats of school violence often arise from the same behavior pattern(s), i.e., interpersonal aggression.

**Preventing Bullying**

1. Review 7:180-AP1, E1, Resource Guide for Bullying Prevention.
2. Assess the District's Conditions for Development and Learning. Below are resources that discuss and provide information about how to implement school climate measurement instruments:

School Bullying Prevention Task Force Report, Selection of School Climate Measures, p. 19 at:

[www.isbe.state.il.us/sbptf/pdf/sbptf\\_report\\_030111.pdf](http://www.isbe.state.il.us/sbptf/pdf/sbptf_report_030111.pdf).

Safe Supportive Learning's School Climate Measurement compendium at:  
[safesupportiveschools.ed.gov/index.php?id=133](http://safesupportiveschools.ed.gov/index.php?id=133).

**Identifying Bullying**

1. Post 7:180-AP1, E2, Be a Hero by Reporting Bullying, in school buildings, student handbooks, online, etc.
2. Train staff to recognize and accept reports of bullying, 7:180-AP1, E3, Memo to Staff Regarding Bullying.
3. Inform parents about the District's anti-bullying program, 7:180-AP1, E4, Memo to Parents/Guardians Regarding Bullying.
4. Inform students how to make a report, i.e., complete and submit 7:180-AP1, E5, Report Form for Bullying.

**Investigating Reports of Bullying**

1. Conduct a prompt, thorough and impartial investigation upon receiving a report.
2. Review the report, i.e., 7:180-AP1, E5, Report Form for Bullying.
3. Interview the listed aggressor(s), target(s) and witnesses using 7:180-AP1, E6, Interview Form for Investigation.

**Responding to Bullying**

1. Complete 7:180-AP1, E7, Response to Bullying
2. Notify the District's Non-Discrimination Coordinator if the findings indicate that the behavior was based upon the protected statuses listed in 7:20, Harassment of Students Prohibited.
3. Communicate and partner with the parents/guardians of the students involved. Ask parents/guardians, "How can we help you and your child?"
4. Stop the behavior(s).
5. Eliminate any hostile environment(s) and its effects (see Preventing Bullying and School Violence #2, above).
6. Prevent the bullying from happening again.
7. Implement appropriate interventions for the target, aggressor, and District.
8. Address any findings of repeated inaccurate accusations against an alleged-aggressor that are beginning to impede his or her education, e.g., reverse bullying.
9. Follow-up with target, aggressor and their parent(s)/guardian(s) to ensure subsequent bullying has not occurred and no new concerns have arisen.

Adopted 12-16-13  
Revised 03-18-19

**STUDENTS**

**Exhibit - Report Form for Bullying**

To be completed by the bullying target, witness, or person with information about an incident of bullying and submitted to the Building Principal's office. Make readily accessible via website(s) and other publicized designated areas in schools.

Please print and check appropriate boxes.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Parent Staff Other

Indicate here if you prefer to remain anonymous. Yes No

Are you the target of the bullying that you are reporting? Yes No

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Person(s) being reported as targets of bullying:

Name: \_\_\_\_\_ Student Staff  
Name: \_\_\_\_\_ Student Staff  
Name: \_\_\_\_\_ Student Staff

Person(s) being reported as aggressors engaged in bullying:

Name: \_\_\_\_\_ Student Staff Other  
Name: \_\_\_\_\_ Student Staff Other  
Name: \_\_\_\_\_ Student Staff Other

Person(s) who witnessed the bullying:

Name: \_\_\_\_\_ Student Staff Other  
Name: \_\_\_\_\_ Student Staff Other  
Name: \_\_\_\_\_ Student Staff Other

Was the incident based on any of these characteristics? (Check all that apply.)

**STUDENTS**

**Exhibit - Report Form for Bullying**

Student(s) were targeted for bullying in the following place(s): (Check all that apply.)

- |             |                                     |
|-------------|-------------------------------------|
| Classroom   | Locker room                         |
| Hallway     | Extracurricular activity            |
| Cafeteria   | Bus                                 |
| Restroom    | Bus stop                            |
| Gym         | School or related activity or event |
| Other _____ |                                     |

Please tell us about the incident in your own words. Use as much detail as possible - what time did the incident (s) take place, who witnessed it, what was said, what types of interactions occurred (physical, written, social, electronic, etc.)

The above information is true and accurate to the best of my knowledge.

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

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

Adopted 12-16-13  
Revised 03-18-19