

# **NORTH MAC COMMUNITY UNIT DISTRICT #34**

## **Middle School Handbook 2013-2014**

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**Grades 6-8**

**217-627-2136**

**[www.northmacschools.org](http://www.northmacschools.org)**

### **MISSION STATEMENT**

**We believe that education is the shared responsibility of the students, home, school, and community to promote self-directed learners, collaborative workers, complex thinkers, and community contributors in an ever-changing society.**

### **Motto**

**Educate – Inspire – Transform**

### **INTRODUCTION**

This handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as an interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations. The policies and procedures in this handbook are extensions of Board of Education policies and regulations which are available for review in the North Mac School District Superintendent's office, and are subject to revision in accordance with Board of Education and administrative practice during the school year. This handbook also may be amended during the school year without notice.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook.

### **BOARD OF EDUCATION**

Farley Cole, President  
Dan Nichols  
Terri Worth  
TBA

Charles Handy, Vice-President  
Robyn Hays, Secretary  
Jeannie Alexander

## **GENERAL INFORMATION**

### **Visitors must:**

Enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. All visitors must return to the main office and sign out before leaving the school. Visitors must abide by all school rules during their time on school property. A visitor who fails to conduct themselves in an appropriate manner will be asked to leave and may be subject to additional criminal charges. Any items or messages that need to be given to a student or staff member will be delivered by office personnel. Classroom disruptions are to be kept to a minimum. Students from other schools are not allowed to visit unless permission has been received from the Principal.

**Academic Dishonesty:** The North Mac Middle School administration, faculty, and staff shall not tolerate or condone academic dishonesty and/or disregard of principles of academic integrity in any form or intent. We consider academic dishonesty as an action intended to obtain, or assist in obtaining credit for work which is not one's own. The first assignment shall earn a zero and repeated offenses will follow the student conduct rules which could result in a suspension.

**Animals on school grounds:** In order to assure student health and safety, animals are not allowed on school property, except in the case of a 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.

**Announcements:** Announcements will be made daily. All announcements must have the signature of the sponsor or instructor and must be submitted to the school office by the beginning of the school day.

**Automated External Defibrillator (AED):** Automated external defibrillators are located within the school building.

**Beginning of School Day:** Unless the weather is bad and/or students have been given permission by the administration to enter the building and go to the designated area, students are not to be in the building prior to the first bell. On days when they can enter the building, students cannot go to their lockers before going to the designated area, nor should they be in the halls or any classroom unless they are talking with a teacher who is present. A student in an unsupervised or unauthorized area before or after school will face disciplinary action.

**Book Bags:** Students shall not carry book bags or purses in the building during the school day except upon arrival and/or departure from school.

**Care of books/equipment:** Students are expected to take reasonable care of their books and other equipment and materials. Students will be responsible for all damages such as repair or replacement. Failure to make arrangements for fulfilling this responsibility will result in action being taken by the North Mac School District.

**Chain of Command:** If a parent/guardian has a concern, the proper chain of command will be used. School personnel should be contacted in this order:

- Teacher/Coach/Supervisor
- Principal
- Superintendent
- Board Member

When you make a call with your concern, you will be asked if you followed the chain of command.

**Closed Campus:** Students may not leave school grounds once on school property without permission of the principal. The North Mac Middle School campus is closed.

Violations of the Closed Campus Policy will result in the following disciplinary steps:

- First offense – the student will receive three (3) days out of school suspension.
- Second offense – the student will receive five (5) days out of school suspension
- Third offense – the student will receive ten (10) days out of school suspension or be recommended for expulsion.

**Dances:** All dances will be under the supervision of the school administration and the organizational sponsors. Other persons may chaperone at the sponsors' request, provided that they are listed on the school's volunteer list.

All students who attend the dances will remain in the building until the end of the dance. Any student who leaves the building without specific permission to do so will not be permitted to re-enter.

Only North Mac Middle School students may attend middle school dances unless prior written approval has been granted by the school administration.

School dress codes will apply to all dances with exceptions to be prior approved by the administration.

Dances are a privilege for students. Students must abide by all school policies during dances. Dances may be subject to eligibility rules. Failure to abide by school rules during a dance may subject the student to discipline.

**Electronic Communicator Devices on School Property:**

Any unapproved use of a cell phone or electronic device, which includes calling, texting, playing games, or receiving messages on an electronic device, during school hours (8:00a.m.-3:00p.m. or when under the supervision of a school official) will be subject to the following penalties:

- First violation – electronic device will be taken away from the student, turned in to the office, a verbal warning issued, and returned to the student at the end of the school day.
- Second and subsequent violations – electronic device will be taken away and delivered to the school office. An office detention will be issued and the parent/guardian must pick up the device from the office. Repeated violations may result in suspension from school.

**Emergency School Closings:** In cases of bad weather and other local emergencies, please listen to local radio or television stations to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as possible.

Parents/Guardians will also be notified by Skylert School Messenger if they have a current telephone number on file.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

**End of School Day:** Students shall leave the building within ten (10) minutes after their school day ends unless they are involved in an activity under the supervision of a staff member, attending a detention, or in the office.

**Family Access:** Family Access provides the ability to view grades, discipline, lunch accounts, and attendance via the Internet. Family Access is available through our website, [www.northmacschools.org](http://www.northmacschools.org)). Grades will not be available during Quarterly exams. Also, family access is not available during the summer months.

Please contact the appropriate office if you have any questions.

**Field Trips:** Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

To earn the privilege of attending the eighth grade promotion field trip, students must meet the following criteria:

- Must not have had more than one in-school suspension per semester
- Must not have had any out-of-school suspensions during the school year
- Must not have had more than ten detentions during the school year
- Must be passing four of the five core subjects
- Must not have had more than twenty excused or unexcused absences. Any absence over this amount must be excused by a doctor.

**Inappropriate Display of Affection:** This type of activity will not be allowed at school or at school functions and may result in disciplinary action.

**Internet Acceptable Use:** All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or Federal law;
- Unauthorized downloading of software;
- Downloading copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

**No Warranties** - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** – The E-mail system is owned and controlled by the school and district. E-mail may be provided to aid students in fulfilling their duties and responsibilities, and as an educational tool.

**Invitations & Gifts:** Party invitations or gifts for classmates should not be brought to school to be distributed. The office is unable to release addresses and phone numbers of students. **Flowers and balloons are not to be sent to the school.** These items may cause a distraction to the educational process.

**Locker Policy:** The school district provides a number of lockers and locks for student use. While the district may permit a student to use a locker and may assign a locker to a student, the locker remains the property of the school district.

Every student is assigned a locker for his or her own use only. Students should lock all lockers. There is no school insurance to cover stolen items. The board of education, to preserve its property and to ensure the security, cleanliness, and physical integrity of the locker and the safety and well-being of the students and faculty, reserves the right to inspect, through its agents, any or all of the lockers. All inspections of the lockers shall be made in the presence of one or more members of the administration.

Students should not keep opened food or drink in their lockers. Items placed on a locker should be approved by the Principal.

**Non-School Sponsored Publications/Websites:** Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog that:

- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
- Is primarily intended for the immediate solicitation of funds; or
- Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

\*\*The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

**Passes:** A student must pick up a pass for a conference with an instructor or to participate in extra-curricular activities before school. Except for passes to the library, passes must be issued by the teacher who will be directly responsible for the student and will be actually present during the period in which the pass will be issued.

No permanent passes will be issued. Passes will be issued only to students assigned to a study hall and not to a class. A student late to study hall with a pass from another teacher to leave study hall, but without a pass into study hall, will receive one or more detentions from the study hall teacher for being late to study hall. (This does not apply to a "late pass" issued by a teacher who must detain a student a few minutes into the next period.)

A student will be considered tardy for going to the office or the nurse between classes without receiving prior permission from their next hour teacher.

**Safety Drill Procedures & 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) earthquake 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.

Students and staff are to evacuate the building in an orderly fashion, as quickly and quietly as possible, following the evacuation plans posted in each classroom.

**School Breakfast & Lunch Program:** Breakfast is served every school day from 7:30 a.m. to 8:00 a.m. Lunch is served every school day from 11:35 a.m. to 12:45 p.m. for middle school students except when there is an 1:30 p.m. or earlier dismissal.

A student may purchase breakfast for \$1.50. Students may bring a sack lunch from home or may purchase a school lunch for \$2.25. Milk cost is \$.35. Free or reduced price meals are available for qualifying students. Contact the building office for an application. A free or reduced lunch must include at least three menu items. These items include an entrée, milk, and one other item that meets the nutrition standards. Food served a la carte and foods of minimal nutritional value are not to be included as a part of the three items. Students whose lunch accounts exceed \$25 will result in a "cold lunch" option.

All food purchased from the district cafeteria will not be allowed out of the cafeteria. Breakfast and lunch will need to be eaten during the allotted time frame.

**Search and Seizure:** To maintain order 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" include school liaison police officers.

**Signing Out to Leave School:** (Illness, Doctor Appointment, Personal Reason, Etc.) A student must sign out when leaving the school with written parental permission. A sign-out sheet is located in the middle school office. A student leaving school for illness or personal reason, even for a short period of time, is in violation of the closed campus policy if they have not obtained permission to leave/sign out from the principal or the secretary.

**Student Records:** Student records are classified as permanent or temporary. These records are maintained, transferred, and reviewed in accordance with the Illinois School Student Records Act (Illinois Revised Statutes, 1985, Ch. 22, 50-1, et. seq.) and its implementing regulations. A complete copy of these regulations is maintained in the Superintendent's office.

Permanent records shall consist of basic identifying information, academic transcripts, grades, grade level achieved, attendance record, accident reports, health records, as well as a record of releases of this information. Permanent records may also include honors and awards achieved and information concerning in-school-sponsored activities or athletics, or offices held in school-sponsored organizations.

Temporary records shall include information pertaining to release of temporary records, scores received on state assessment tests administered in the elementary grade levels, and information regarding serious infractions involving drugs, weapons, or bodily harm to another that resulted in expulsion, suspension, or the imposition of punishment or sanction. Temporary records may include family background information, intelligence, and aptitude scores, and achievement test results including scores on the Illinois Standards Achievement Test, psychological evaluations, participation in extra-curricular activities, honors and awards, as well as teacher anecdotal records, other disciplinary information, special education files, and any verified reports or information from non-educational persons, agencies or organizations, other verified information of clear relevance to the student's education.

If a parent/guardian wishes to review their child's records, they must contact the Principal. An appointment should be made for the review. Those persons eligible to review a student's record include

natural parents with legal custody, an adoptive parent with legal custody, or the student. These rights and privileges become exclusively those of the student when the student is legally emancipated. If, upon reviewing the records, parents or students who are eighteen years of age or older wish to have portions of the record expunged, removed, altered, or added to in any way, requests should be made to the principal. If agreement cannot be reached with the person having custody of the record, an appeal to the superintendent is in order.

Copies may be made of any portion or all of the permanent or temporary record. This may be done on school equipment. The charge will be the actual cost of copying the material, not to exceed 35 cents per sheet. At no time may records be taken from the school.

Student Directory Information (SDI) for special needs students contains data such as general types of services provided and dates of service and may be released by the school to the Department of Public Aid for Medicaid eligible students. Parents may request that such information not be released.

**Transfer/Withdrawal:** If a student is withdrawing or transferring to another district, a parent must contact the office so the required forms can be completed. Students transferring to North Mac CUSD #34 from another district in the state must present a completed copy of the State Board of Education's Student Transfer Form from the previous district. All transfer students must provide evidence of proper grade placement from the previous district and proof of residency in the North Mac school district before they will be allowed to enroll. Complete information regarding student residency is available in the Superintendent's office. Students transferring from an out of state district must also receive a physical examination by an Illinois physician within 30 calendar days of their enrollment.

**Use of Electronic Study Aides:** Electronic study aids may be used during the school day if use of the device is provided in the student's IEP or permission is received from the student's teacher. Examples of electronic devices that are to be used as study aids include tape recorders, palm pilots, laptop computers, and iPads. Examples of electronic devices that are **not** to be used as study aids include hand-held electronic games (e.g., Game Boy), CD players, MP3 players, AM/FM radios. The school district is not responsible for the loss or theft of any electronic device brought to school.

**Video & Audio Monitoring Systems:** A video and/or audio monitoring system is in use on school busses and a video monitoring system is in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

**Visitors:** All visitors, including parents and siblings, must enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Any items or messages that need to be given to a student or staff member will be delivered by office personnel. Classroom disruptions are to be kept to a minimum; therefore, visitors are not to go directly to those areas without permission from office personnel. Students from other schools are not allowed to



visit unless permission has been received from the Principal. No visits will be granted before or after a holiday or during semester exams.

**Waiver of Student Fees, Fines, and Charges:** The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

- The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
- The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

### **ATTENDANCE INFORMATION**

**Attendance:** Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who attend private school, are physical or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Students must be present at least 150 minutes per day (4 periods) to count for one/half day attendance and at least 300 minutes per day (8 periods) for a full day attendance, not including the passing times between classes or the lunch period time.

**Student Absences:** **Excused** absences include, but are not limited to:

- Illness (not allowed to participate in activities or athletic practices)
- Doctor/dental appointments (with a medical slip from the physician)
- Observance of a religious holiday/instruction
- Death in the immediate family
- Family emergency
- Situations beyond the control of the student
- Circumstances that cause reasonable concern to the parent/guardian for the student's safety or health

- College visitation/job shadowing (pre-arranged with the Guidance Counselor and have a signed statement from the college or job supervisor verifying the visit) There is a limited number of days for both of these unless approved by the Guidance Counselor/Principal.
- Family trips (must be accompanied by the parent/guardian and give 24 hour notification) for these days. These days are included in the ten day per semester limit.
- Pre-arranged absences as approved by the Principal.
- Court (a letter from the court official is required)
- Out of school suspension

\*Illnesses of longer than three consecutive days or beyond the ten day limit for the year must have a doctor's note to be excused. Failure to follow these guidelines will result in an unexcused absence.

Parents are responsible for contacting the Principal if their student has a chronic illness or one that forces the student to be absent for an extended period of time. Homebound instruction will be arranged if needed. A medical excuse from a doctor is required.

In the event of any absence, the student's parent/guardian is required to call the school before 9:00 a.m. to explain the reason for the absence. If a call has not been made, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student upon returning to school will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

An unexcused absence indicates that the student is absent from school WITH OR WITHOUT consent of the parent/guardian, but for a reason which is not acceptable to the school. Students who are unexcused during the day are not allowed to attend school activities or participate in athletic practices on that day/evening.

**Unexcused** absences include, but are not limited to:

- Truancy
- Cutting classes or leaving any classroom, media center, or lunch room without the permission of the teacher/supervisor/Principal. Penalties for class cutting follow a three incidence procedure:
  1. First violation – Principal's discretion
  2. Second violation - one-half or full day in-school suspension
  3. Third or more violations - out-of-school suspension
- Babysitting
- Hair or other voluntary appointments
- Visiting friends
- Working
- Shopping or other non-school related activities
- Leaving school without prior clearance from the office
- Oversleeping, missing the school bus, car trouble
- Appointments for anyone other than the student
- Other situations at the discretion of the principal

Students receiving an unexcused absence will be advised of the work they missed, but will earn zero points for the day. A student will have two days to clear up an unexcused absence. Parents/guardians may appeal any denial of academic credit pursuant to these regulations to the Principal who may consider and determine whether circumstances exist to justify a waiver of these rules as applied to a student. The principal's decision may be appealed to the superintendent whose decision shall be considered final.

**Tardy Regulations:** Students are considered tardy if they are not in the classroom when the tone sounds at 8:00 a.m. These students must receive an admission slip to class from the office. Teachers will not allow late students to enter first period class without this slip. Students who are detained by a

staff member at any time during the day should get a pass from that staff member. Any student needing more than the three minute passing time between classes should speak with the Principal.

When a student accumulates two tardies in a quarter, the office will assign a thirty minute detention to be served. The third and continued offenses will be dealt with by the principal.

Truancy: A parent/guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1,500. Supportive services and other school resources shall be made available to students who are chronically truant as defined by Illinois Law. North Mac Community Unit School District #34 follows policies established by the Macoupin County Truancy Board.

### ACADEMIC INFORMATION

Bell Schedule :

8:00 am to 8:53 am	First Period
8:56 am to 9:44 am	Second Period
9:47 am 10:35 am	Third Period
10:38 am to 11:26 am	Fourth Period
11:29 am to 11:59 am.	6 <sup>th</sup> Grade Lunch
12:02 pm to 12:30 pm	6 <sup>th</sup> Grade "Panther Time" Rtl
12:30 pm to 1:18 pm	6 <sup>th</sup> Grade Fifth Period
11:29 am to 11:57 am	7 <sup>th</sup> Grade "Panther Time" Rtl
11:57 am to 12:27 pm	7 <sup>th</sup> Grade Lunch
12:30 pm to 1:18 pm	7 <sup>th</sup> Grade Fifth Period
11:29 am to 12:14 pm	8 <sup>th</sup> Grade Fifth Period
12:14 pm to 12:44 pm	8 <sup>th</sup> Grade Lunch
12:44 pm to 1:18 pm	8 <sup>th</sup> Grade "Panther Time" Rtl
1:21 pm to 2:09 pm	Sixth Period
2:12 pm to 3:00 pm	Seventh Period

**Conferences:** Parents are encouraged to confer with teachers concerning their child's educational progress. They are requested to call the teacher before making a visit to avoid scheduling conflicts. Parents should confirm their appointments in the office before going to the teacher's room. Teachers are generally available between 3:00 p.m. to 3:30 p.m. each day. Arrangements may also be made for other times during the school day.

Times are set aside each school year specifically for parent-teacher conferences. We attempt to talk with most of our parents on these dates. However, we do not limit our conferences to these times. It is our philosophy that the education of each child requires a joint effort by both parents and school personnel.

In order to allow parents/guardians the opportunity to attend school conferences or classroom activities related to their child, the *School Visitation Rights Act* ("Act") requires an employer to grant an employee leave of up a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, if the conference or classroom activities cannot be scheduled during nonworking hours. However, no leave may be taken by an employee of an employer that is subject to the Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Please contact the Illinois State Board of Education for more information on parental rights under the *School Visitation Rights Act*.

**Grade Point Average:** The GPA is determined by assigning the following values to grades: A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0. The total points are divided by the number of credits taken. The GPA is

carried out to 3 decimal places to avoid ties in GPA and class rank and is calculated by the use of core subjects only (English, Reading, Math, Science, Physical Education, and Social Studies) for middle school.

**Grading & Promotion:** School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher or log into our Skyward Program to view your child(s) grades. All students must have a 60% average for the year in 5 out of 6 core subject areas in order to be promoted to the next grade. For example, if a student received a 55% first semester the student must receive at least a 65% second semester. A student will not be promoted based upon age or any other social reason not related to academic performance.

**Grading Scale:** Middle school teachers will use the following grading scale:

90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

**Home & 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 for up to 3 months after the child's birth or a miscarriage.

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

**Homework:** Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending by teacher.

**Honor Roll:** The Honor roll is figured each quarter. Honors are 3.25 to 3.74. For high honors a student must achieve a 3.75 or better for the quarter.

**Make-up Work:** If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work. Term papers, projects, etc. are due on the assigned deadline.

**Vacation:** Students should contact the Principal at least three days in advance of the requested vacation. The Principal will evaluate the request, confer with the parents, and approve or disapprove the request. Factors considered will include academic standing and attendance to date. This includes whether the number of absences exceed the ten (10) allowed during the school year. The student will present a form to each teacher requesting assignments in advance. The assignments from the students are due the day the student returns unless previous arrangements had been made with the teacher. Failure to complete the necessary steps will result in late work. Teachers are not responsible for allotting time for tutoring upon their arrival.

**Progress Reports:** All students are given progress reports at the mid-term of each grading period. Grades are also available on the Skyward Family Access at any time.

**Quarterly Exams:** A Quarterly grade including an exam is calculated as follows:

25%.....	1 <sup>st</sup> quarter grade
25%.....	2 <sup>nd</sup> quarter grade
25%.....	3 <sup>rd</sup> quarter grade
25%.....	4 <sup>th</sup> quarter grade
100%.....	GRADE AVERAGE FOR SCHOOL YEAR

All students are required to take quarterly exams. Quarterly pre and post assessments will be given to assess student progress.

### **DISCIPLINARY INFORMATION**

**General Building Conduct:** Students shall not arrive at school before 7:30 a.m. Classes begin at 8:00 a.m. and students are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline.

North Mac students are prohibited from engaging in behavior that will endanger – or threaten to endanger – the safety of others, that will damage property or that will impede the orderly conduct of the school program. The **Code of Conduct** applies to all students to and from and during school or while on District #34 property, adjacent property, or engaged in school-sponsored activities.

All provisions of the special education laws, including I.D.E.A., are considered to govern the administration of discipline in District #34. Consequently, students eligible for special education and whose individualized education programs include a behavior management plan may only be subject to discipline pursuant to the provisions of that plan, except as may be required on an emergency basis and as otherwise provided in North Mac Board of Education Policy Handbook.

Below are examples of offenses which are prohibited by the **North Mac Schools' Code of Conduct** and the disciplinary actions and procedures used in dealing with those offenses. While the offenses are generally separated into various levels of misconduct, these levels shall serve as mere guides to the disciplining of students. The creation of different levels of misconduct does not prohibit the Board of Education or the Administration from re-categorizing a student's offense and/or disciplining a student at a higher or lower level of misconduct. The Board of Education and the Administration also retain the discretion to decrease or increase any form of discipline as it deems appropriate on a case by case basis.

**Philosophy of Discipline:** *DISCIPLINE HAS BEEN DEFINED AS....*

"Controlled behavior to develop within an individual responsibility for his/her own action in accordance with socially accepted conduct."

**Student Responsibility/Rights:** Students Should:

- Obey school rules
- Obey city, state and federal laws
- Respect the rights of fellow students and school personnel
- Avoid abusive written or verbal language, bullying, harassment of any kind, or intimidation
- Dress appropriately and practice habits of personal cleanliness
- Be punctual and attend school regularly
- Bring books and other necessary classroom materials
- Not disrupt the educational process
- Attain the best possible level of academic achievement
- Respect school and community property
- Be responsible for their own actions
- Know reasons and methods of discipline, including suspension and expulsion

**Students Have The Right To:**

- A meaningful learning experience

- An appropriate and challenging curriculum
- Protection from physical or verbal abuse, bullying, harassment of any kind, or intimidation
- The opportunity to practice decision-making within the democratic process
- Be disciplined in private, if possible
- Be disciplined in a humane and appropriate manner
- A school climate free of violence and disruption
- A written code of conduct
- Knowledge of the reasons for any discipline which may be administered
- Due process to the extent provided by law in matters of disciplinary action

Teacher Responsibility/Rights: Teachers should:

- Develop and enforce a Classroom Management Plan that is approved by the building administration
- Be guided by professional ethics in relationships with others
- Inform parents about academic progress and conduct of students
- Show concern and respect for each student
- Plan and conduct an effective and motivating instructional program
- Manage classroom routines that contribute to instruction, a well-ordered classroom and the development of civic responsibility
- Be sensitive to the behavior of students and alert to changes that require additional assistance for the student
- Know and enforce the rules courteously, consistently and fairly—deal with misconduct quickly, firmly and impartially
- Handle behavior problems according to established practices
- Report undesirable school situations to the principal promptly
- Take advantage of opportunities for academic growth at all levels

Teachers have the right to:

- Require a reasonable standard of orderly behavior in the classroom
- Use reasonable force, if necessary, to protect him/herself, another teacher or student
- Protection against any loss of, damage to, or destruction of personal property as a result of any assault/battery during school activities
- Support and assist in the maintenance of control and discipline in the classroom
- Initiate a conference with all parties involved when a student behavioral problem has not been satisfactorily resolved
- Appeal to a higher administrative level if a disciplinary/behavioral problem has not been satisfactorily resolved

Teachers, other certified employees, and any other person, whether or not certified, providing a related service for or with respect to may use reasonable care as needed to maintain safety for the other students, school personnel or persons or for the purpose of self defense or the defense of property. Teachers shall have the Board's assistance in any case where a student has assaulted the teacher while the teacher is performing his/her assigned duties. That Board assistance shall consist of:

- Notifying the proper authorities (police or sheriff) once the incident has been reported to the building principal and superintendent.
- Consultation by the Board's attorney with the teacher in outlining the teacher's legal rights and alternative courses of action.
- Any student(s) committing an assault and/or battery on a teacher shall be immediately suspended by the administrator in charge in accordance with the Board's suspension policy. The administrator shall then present the facts and his/her recommendations to the superintendent for further actions.

Parent Responsibility/Rights: Parents should:

- Assume responsibility for their child's prompt and regular school attendance

- Instill in the child respect for the law, for lawful authority, for the rights of others, and for private and public property
- Talk with their child about school activities; share with their child and with teachers an active interest in report cards and in school progress
- Safeguard the physical and mental health of their child and be responsible for periodic health examinations as required by law
- Attend individual and group conferences and special school programs
- Plan the time and place for homework assignments; provide necessary supervision
- Cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of their child

Parents have the right to:

- Know that disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth
- Be granted reasonable access to all school records pertaining to their child
- Be given the opportunity to confer with their child's teacher and/or principal regarding academic placement, progress, and social adjustment
- Share in the activities of school organizations
- Be notified of their child's violation of school rules and regulations and the disciplinary and due process procedures applicable to such violation

**Level I Acts of Misconduct** are misbehaviors which impede the orderly operation of the classroom, school and/or bus. **Such misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.** At the Board's or Administrator's discretion any of the following misbehaviors may be deemed to constitute a higher offense. Level I misbehaviors include the following:

- Creating disturbances in classrooms or on school-controlled grounds or property.
- Confiscated cell phone
- Dishonesty / Lying
- Littering
- Tardiness
- Disrespect for property
- Failure to carry out directions / disobeying
- Sexual Harassment (Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature)
- Failure to abide by Student Dress Policy
- Bringing prohibited items to school
- Failure to abide by the classroom technology management plan
- Public Display of Affection
- Bullying, harassment of any kind, or intimidation

**Disciplinary Procedures:** There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. If the violation occurs in the classroom setting, the teacher invokes the Classroom Management Plan as approved by the building principal. Repeated misbehavior may require a parent / teacher conference or a parent conference with guidance personnel and /or administrator. A proper and accurate record of the offense and disciplinary action shall be documented by the staff member, and a copy must be given to the principal on the day the offense occurs.

Disciplinary Options:

- Consequences as stipulated in the approved classroom management plan
- Verbal reprimand
- Withdrawal of privileges
- Conference with student
- Conference with parent / guardian ( by phone or in person)

- Detention
- Counseling / Student Assistance
- Behavioral contract
- Saturday School Detention
- Suspension – In or Out of school

**Level II – Acts of Misconduct** are misbehaviors whose frequency or seriousness disrupts the learning climate of the school. Those infractions which result from the continuation of Level I misbehaviors require the intervention of personnel on the administrative level because the execution of Level I disciplinary options have failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel. At the Board's or Administrator's discretion, any of the following misbehaviors may be deemed to constitute a higher or lower offense. These include such misbehaviors as:

- Repeated or serious offenses of Level I Acts of Misconduct
- Failure to abide by corrective measures for misconduct
- Confiscated cell phone
- Forgery or the use of forged notes or excuses- Counterfeiting documents, signatures, etc. to deceive
- Gambling- Participation in games of chance or skill for money or profit and/or possession of unauthorized gambling paraphernalia
- Loitering- Standing idly about or loafing in classrooms or other parts of a school building or on school grounds when asked to refrain from this action
- Misrepresentation / Refusal to identify self
- Stealing- Limited to inexpensive items, i.e., books pencils, etc. The unauthorized taking of more expensive items would make the infraction a Level IV Act of Misconduct
- Truancy- Unexcused absences from school, classes, study halls, homerooms or other school assignments
- Verbal abuse- Name calling, profanity, obscenity, racial slurs or other discriminatory or derogatory statements or gestures.
- Displaying gang membership or affiliation- Wear, possess, draw, use, distribute, or sell clothing, jewelry, emblem, badge, symbol or sign which evidences membership or affiliation in any gang.
- Cheating/Plagiarism- To take others ideas, writings, etc. and pass off as one's own
- Disrespect / insubordination / vulgarity / open or persistent defiance of authority and/or school rules and regulations- Included are verbal abuse, recognizable derogatory gestures, or other obscene acts, or refusal to abide by student dress policy.
- Intimidation
- Sexual Harassment- Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- Indication of Drug/Alcohol use
- Failure to abide by the School Technology Policy
- Bullying, harassment of any kind or intimidation
- Unauthorized use of or occupancy in, a vehicle during school lunch

**DISCIPLINARY RESPONSE: Disciplinary Procedures:** The student is referred to the administrator for appropriate disciplinary action. The administrator meets with the student and/or teacher. A copy of the Discipline Referral Report form which indicates actions taken will be given to the staff member making the office referral. A copy will also be mailed to the parents. A proper and accurate record of the offense and disciplinary actions taken is maintained by the administrator.

Disciplinary Options:

- Conference with student
- Conference with parents/guardian (by phone or in person)



- Detention
- Withdrawal of privileges
- Saturday School Detention
- In-school suspension or out-of-school suspension
- Referral to outside agency or school district support services
- Social probation (withdrawal of extra-curricular privileges)
- Restitution
- Service to School or Community
- Loss of credit for assignment, test or project (to be applied only in case of plagiarism or unauthorized possession / use of instructional materials)
- Behavioral contract among student, parent, or teacher(s)

**Level III - Acts of Misconduct** are directed against persons or property but whose consequences may seriously endanger the health and safety of others in the school. Level III Acts of Misconduct can usually be handled by the disciplinary mechanism in the school. The corrective measures which the school or district uses will be determined by the extent of the resources available to remedy the situation in the best interest of all students. At the Board's or Administrator's discretion, any of the following misbehaviors may be deemed to constitute a higher or lower offense. These acts include the following:

- Repeated or serious offenses of Level I or II Acts of Misconduct including Bus Misconduct
- Flagrant disrespect/insubordination/vulgarity/open or persistent defiance of authority and/or school rules and regulations. Included are verbal abuse, recognizable derogatory gestures, or other obscene acts
- Extortion- Use of force or threatened use of force to obtain another person's property or money
- Fighting- (provoked or unprovoked)
- Affray- Group fighting and brawling
- Unlawful assembly - The gathering of students which in any way violates community, village, or state statutes
- Possession, use, or under influence of controlled substances (alcohol, tobacco, drugs, look-alike drugs, or inhalants) and/or distribution or the intent to distribute substances or items not being used for intended purposes, and possession of drug paraphernalia on any school property or while attending any school-sponsored or school-related function, unless such substances were obtained directly from, or pursuant to, a valid prescription or order of a medical doctor.
- Complicity in the possession/use of controlled substances (alcohol, drugs or look-alike drugs).
- Trespassing on non-school property
- Trespassing on school property - Trespassing on school property means one or more of the following acts and applies to all District #34 schools and facilities.
- Entering upon or in property without justification or without implied or actual permission
- Entering or remaining upon or in school property without justification after being notified or requested to abstain from entering.
- Entering an area of the school building which is restricted in use and so posted
- Vandalism - Defacement or destruction of any school building or fixture including the willful writing, making marks, drawing characters, etc. on walls, furniture and fixtures
- Malicious mischief, including, but not limited to, damage to real or personal property of the District, its employees, students or others
- Unauthorized possession or use of instructional materials
- Participating in gang activities - Committing acts associated with gang (two or more gathered for unlawful activity) affiliation, including intimidation of others
- Soliciting others for membership in any gang

- Possession or use of pocket pagers, electronic paging devices, lasers, iPods/MP3 players or unauthorized use of cell phones
- Possession or use of tobacco products or paraphernalia, including look-alikes, on or adjacent to school property
- Threats to others – a threat to apply force or a threat to do physical injury to another student, school employee, or another person.
- Sexual Harassment - any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- Bullying, harassment of any kind, or intimidation
- Failure to serve a Saturday School Detention
- Received 3 Saturday School Detentions

**DISCIPLINARY RESPONSE: Disciplinary Procedures:** The administrator initiates disciplinary action by investigating the infraction and conferring with staff, the student, and the student's parents about the misconduct and subsequent disciplinary actions to be taken. A copy of the Discipline Referral Report Form which indicates action taken will be given to the staff member making the office referral and a copy will be mailed to the parents. A proper and accurate record of the offenses and disciplinary actions is maintained by the administrator.

Disciplinary Options:

- Temporary removal from class
- Alternative programs
- Saturday School Detention
- Financial restitution (in cases where damage or loss is incurred)
- In-school suspension
- Out-of-school suspension
- Suspension of bus privileges
- Unauthorized items will need to be picked up by parent/guardian

**Level IV – Acts of Misconduct** involve actions which are so serious that they always require administrative actions which result in at least temporary removal of the student from the school. Level IV Acts of Misconduct may involve the intervention of law enforcement authorities and action by the Board of Education. At the Board's or Administrator's discretion, any of the following misbehaviors may be deemed to constitute a higher or lower offense. These include:

- Repeated or serious offenses of Level I, II, or III Acts of Misconduct including Bus Misconduct
- Bomb threat\*\* Making threats or false information concerning the placements of bombs
- Furnishing, selling, or possession with the intent to sell or distribute alcohol, controlled substances (drugs or look-alike drugs) on any school property or while attending any school-sponsored or school-related function\*\*
- Possession and/or sale of stolen property.
- Possession/use of/or transfer of weapons/or objects capable of producing bodily harm\*\*
- Setting false fire alarms\*\*
- Setting fires. This offense is committed when a student without the permission of or unless under the supervision of school personnel creates a flame, lights a fire, or uses explosives/combustible materials in a manner that poses potential danger to or potential damage to real or personal property or the safety of others\*\*
- Taking the property of another with or without force, including theft/robbery/larceny
- Threats to others - A threat to apply force or a threat to do physical injury to another student, school employee, another person or making an explicit threat on an internet website.
- Assault/sexual assault/battery/intimidation of a student, school employee, or another person\*\*

- Criminal damage to property - Acts of misconduct which result in serious damage to or destruction of school property or the property of staff or students.
- Possession or use of fireworks or other explosive materials\*\*
- Other acts of misconduct which are seriously disruptive and/or which create a safety hazard to students, staff and/or school property.
- Gang/Group Violence - Participating in acts of physical violence (fighting, affray, or assault on students or staff) or inciting other students to do so in connection with gang affiliation or group activities\*\*
- Severe Fighting
- Continued Failure to abide by the District Technology Policy
- Sexual Harassment - any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- Bullying, harassment of any kind, or intimidation

*\*\* This offense shall result in the assignment of the student to ten (10) days out-of-school suspension, referral to law enforcement authorities, and possible expulsion by the Board of Education for a maximum of two calendar years subject to reduction at the discretion of the Board of Education.*

**DISCIPLINARY RESPONSE: Disciplinary Procedures:** The administrator verifies the offense, confers with the staff member(s) involved and meets with the student. The student is immediately removed from the school environment and parents are notified. School officials contact law enforcement officials, if and when appropriate. A complete and accurate report is submitted to the Superintendent and Assistant Superintendent(s).

Disciplinary Options:

- Out-of-school suspension
- Suspension or Expulsion of Bus Privileges
- Alternative Programs
- Board action which results in appropriate placement
- Expulsion
- Referral to appropriate law enforcement agencies

**Student rights in disciplinary procedures:** Authorized personnel may place on probation, detained after school, suspend in-school or otherwise discipline a student. The Superintendent and Principal are authorized to suspend a student from school or from riding the school bus for up to ten (10) consecutive days. Teachers may remove disruptive students from the classroom. Only the Board of Education may determine to expel a student from school or from the school bus.

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspension or recommendations for expulsion are made in accordance with the following procedures:

**Out-of-School Suspension / Bus Suspension:** A student must be given the opportunity to respond on his/her own behalf prior to suspension. Prior to or during this opportunity, the authorized administrator shall ascertain whether the student is a special education student or may be eligible for special education services. If so, the authorized administrator must follow the procedures set forth in the School Board Policy Handbook. The suspension shall be reported immediately to the parents or guardians of each suspended student, and the Board of Education through the Superintendent of Schools. The report to the parents shall be made by letter through the U.S. Mail or by personal delivery. A copy of this letter will be sufficient notification to all others. If the situation is such that the physical well-being of the student, other individuals or the property of the school district are in jeopardy, then the student may be suspended immediately and given an opportunity to respond on his/her behalf within 24 hours. The authorized administrator, after following the above pre-suspension procedures, may determine whether to suspend the student. The suspension letter shall give full statement of the reasons for the suspension and notice to the parents or guardians of their right to review. A student shall be reinstated after suspension by the

principal or his/her representative only. Further continuance of school is contingent upon the conduct of the student being consistent with that which is expected of good school citizens. Reinstatement should occur only after a parental conference involving appropriate school personnel. When a student is suspended from school, that student is prohibited from entering onto any school property, adjacent school property, or attending any school-sponsored event whether on or off school property.

**Expulsion:** Prior to any recommendation for expulsion, the authorized administrator shall ascertain whether the student is a special education student. If so, then the procedures set forth in the School Board Policy Handbook shall be followed. An expulsion may be issued only by the Board of Education and may be issued for up to two (2) calendar years, subject to reduction at the discretion of the Board of Education. Expulsion shall take place only after the parents have been requested by registered or certified letter to appear at a meeting of the Board of Education, or with a hearing officer appointed by it, at such meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard. A pupil may be readmitted to school after expulsion only by official action of the Board of Education. Reinstatement should occur only after a parental conference involving appropriate school personnel.

**Guidelines for work missed during in-school suspension and out-of school suspension:** Any student who is assigned an out-of-school suspension is encouraged to continue doing all school work during the time of that suspension. This recommendation is made for the purpose of helping students to avoid major gaps during a suspension. Also, it is the best way for a student to ensure his/her ability to successfully complete work assigned upon return to school following the out-of-school suspension. Possible schoolwork is listed below in two major categories.

**Daily work and Homework:** Students will receive 50% credit for work missed during an out-of-school suspension if the work is properly made up by the student and is turned in to the teacher on the first day the student is back in regular attendance.

Students will receive 100% credit for daily work, homework, or quizzes missed during an in-school suspension if properly completed by the end of the day the suspension is being served.

**Student Discipline:** Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.  
Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
  5. Using or possessing an electronic paging device.
  6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and in the student’s book bag during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
  11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
  12. Being absent without a recognized excuse.
  13. Being involved with any public school fraternity, sorority, or secret society.
  14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
  16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
  17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
  18. Using, purchasing, selling, or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.
  19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and

security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the items is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent of the administration of psychotropic or psych stimulant medication to the student.

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere if the conduct is considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endangers the health or safety of students, staff, or school property.

**Corporal Punishment:** Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

**Detentions:** Teacher detentions will be served with the issuing teacher. Failure to serve a teacher detention will result in referral to the office and an office detention will be issued. Tier I discipline referrals will be served with the referring classroom teacher from 3:00 pm to 3:30 pm. Tier II office detentions will be served after school from 3:00 pm to 3:30 pm. Failure to serve an office detention will earn two (2) additional detentions or an in school suspension. If none the three (3) detentions is served an in-school suspension will be issued.

**Ejection from Class or Study Skills:** The teacher will attempt to notify the parent/guardian by telephone on the day of the ejection.

**Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm:** A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

**Gang & Gang Activity:** “Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

**Bullying, Intimidation & Harassment:** Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district’s discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

**Lunch & Cafeteria Rules:** Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.

- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

**Search & Seizure:** 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. 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.

**School Property and Equipment as well as Personal Effects Left There 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.

**Saturday School Detention:** The student will be required to attend a Saturday session from 8:00-10:00 a.m. Students are to engage in study activity while teachers provide supervision. A student who misses a Saturday school will serve an out-of-school suspension. Students must be on time in order to begin Saturday school.

**Student Attire During The School Day:** Student clothing should in no way distract from the learning environment, school activities, nor create a danger to the health and safety of students. School policy regarding student attire is summarized in the words "clean, neat, reasonable, and appropriate".

The following are prohibited:

- Purses/backpacks are not allowed in the classrooms
- Tops/shirts that do not cover the midsection or are unbuttoned
- Clothing that is considered too short or too tight (shorts/skirts length should extend to the students fingertips as they are standing up)
- Clothing that exposes the chest, abdomen, or undergarments
- Clothing made of see through or fishnet fabric
- Revealing tops, blouses, or dresses
- Spaghetti strap or off the shoulder shirts/blouses
- Tube or halter tops, tank tops, or tops that expose any part of the bra



- Clothing or apparel containing any information which may tend to advertise, promote, or suggest the use of tobacco, alcohol, and other drugs
- Clothing displaying indecent/vulgar writing or indicating prejudice or bias, or illegal activities, violent behavior, or sexual subjects, pictures, designs, or slogans which in the teacher's opinion are disruptive to the educational process
- Caps or hats (unless part of a school sponsored activity)
- Clothing or jewelry of any kind that presents a safety hazard
- Chains hanging from clothing
- Gloves worn during class
- Bandanas
- Shoes must be worn at all times for health and safety purposes
- Body piercings are not allowed if they pose a danger to themselves or others
- Students will not be allowed to wear pants that hang below the waistline

When, in the opinion of the administration, a student is considered in violation of the above guidelines, the student will be required to change their clothing, turn a shirt inside out, or return home for appropriate attire. Repeated violations will result in disciplinary action.

**North Mac Physical Education “No Dress” Policy (per quarter):**

A student is allowed one parent note per quarter as an excuse from PE class. Any illness lasting longer must be excused by a doctor along with a note stating restrictions and length of excuse.

**Lockers and Other School Property:** School officials may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in these places and areas. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there, WITH OR WITHOUT a student's notice, knowledge or consent. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. Students are responsible for their assigned locker which means they must be kept clean and undamaged inside and out. Students are to use only the locker assigned to them. The school is not responsible for items lost or stolen out of lockers. Students should use their locks at all times and should not reveal their locker combinations to other students. Lockers must be cleaned out upon a student's withdrawal from school or at the end of the school year. A \$5.00 fine will be assessed for locks not returned to the office. NO SODA OR DRINKS OF ANY KIND OR OPENED FOOD IS ALLOWED IN STUDENT LOCKERS. The only exceptions are food and drinks brought as part of a student's lunch or with teacher's permission. Once the food or drink is opened, it should not be returned to the locker.

**Repeated Failure to Prepare For Class:** Students should bring books and class materials daily. Students who repeatedly fail to have homework completed or to bring proper materials to class will be assigned time outside the regular school day to correct their shortcomings. This may be before or after school or during the school day.

**Behavioral Intervention For Students With Disabilities:** It is the policy of the North Mac School District to comply with ILCS law and regulations on the use of behavioral interventions for students with disabilities who are receiving special education services. The North Mac School District believes that behavioral interventions should be used by teachers and administrators to identify, promote and strengthen desirable adaptive student behaviors. A fundamental principle is that positive, non-aversive interventions designed to develop and strengthen desirable student behaviors should be used whenever possible. The North Mac School District recognizes that while positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution. If any portion of this policy is

invalid, it shall not affect the validity of the remainder of this policy. This policy shall be deemed to be amended by operation of law where statutory or regulatory amendments or case law necessitates change to policy.

### **MEDICAL INFORMATION**

**Communicable Diseases:** The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- 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.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or 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.

### **Concussions and Head Injuries**

A student who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student may not return to play or practice until the student has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

**Emergency Contact Forms:** You are asked to complete an emergency form which tells us who to contact and where in case your child is involved in an emergency situation. If you do not have a telephone, please list a number of a neighbor or relative who can make contact with you. Please complete this form and return to your child's office. We require a working emergency contact number for each student.

**Head Lice:** The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

- Parents are required to notify the school nurse if they suspect their child has head lice.
- Infested students will be sent home following notification of the parent or guardian.
- The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
- 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.

### **Immunization, Health, Eye and Dental Examinations:**

- **Required Health Examinations and Immunizations:** All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:
  1. Entering Kindergarten
  2. Entering the sixth and ninth grades; and
  3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Failure to comply with these requirements by the first day of student attendance of the current school year will result in the student's exclusion from school until the required health forms are presented to the school. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations.

- **Eye Examination:** All students entering Kindergarten or school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents:
  1. proof of a completed eye examination;
  2. that an eye examination will take place within 60 days after October 15 or
  3. a completed eye examination waiver form.
- **Vision and Hearing Screenings:** Vision and hearing screening will be done for all students in grades mandated by the State of Illinois. Vision screening is not a substitute for a complete eye and visual evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for your child, and if your child is in a mandated age/group/grade, they will be screened.
- **Dental Examination:** All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15; or (3) a completed dental examination waiver form.

**Exemptions:** A student will be exempted from the above requirements for:

- Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

**Insurance:** All students are covered with school-time accident insurance. Insurance for 24-hour coverage is available. Covered accidents must be reported to the insurance company within ninety (90) days of the accident or injury.

**Student Medication:** Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian 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 the child by completing a "Student Medical Authorization Form."

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/guardian. No student is allowed to 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 procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and 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 agree to 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 asthma inhaler, or the storage of any medication by school personnel.

### **TRANSPORTATION INFORMATION**

**Bus Regulations:** All students who ride buses are expected to follow the established rules of conduct. The driver is in full charge of the bus and the students, and students shall comply promptly with the requests of the driver or bus monitor. If the driver cannot obtain the cooperation of the students in observing the established rules, the driver may request the assistance of the Principal. The riding privilege of the student may be revoked for violation of the rules or for conduct that is detrimental to the safe operation of the school bus. **STUDENTS WHO ARE SUSPENDED FROM RIDING THE BUS ARE EXPECTED TO ATTEND SCHOOL. FAILURE TO DO SO WILL RESULT IN AN UNEXCUSED ABSENCE.** The following rules and regulations apply to bus transportation to and from school, extracurricular events, class trips, and field trips, etc. Students traveling on the bus to such events are also to return on the bus unless returning with their own parent(s) or guardian(s). Permission must be obtained from authorized personnel on the trip or prior approval from the principal. Students involved in security or legal violations on such trips will be remanded to the custody of the appropriate security of law enforcement officer. The rules have been given careful consideration and the school feels they are in the best interest of your child.

**Bus Transportation:** The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use emergency door only in an emergency.
- In the event of emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Keep the bus neat and clean.

- Athletic footwear equipped with cleats or spikes are not allowed on the bus. No sunflower seeds.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.
- Observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the driver before crossing.
- A student that is not normally transported by bus may do so with written permission from his/her parent/guardian. The written request must be presented to the office responsible for that student at the beginning of the day, and a bus pass will be issued.
- No animals are allowed on buses.
- No smoking or possession of tobacco products on the bus.

**Evacuation Drill:** Illinois law requires that all bus-riding pupils must experience a practical school bus evacuation drill. During the drill, students need to move at least one hundred (100) feet away from the side of the school bus.

**Video surveillance:** Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

## **PARENTS RIGHTS, NOTIFICATIONS AND SERVICES**

**School Counselor:** The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

**Education of Children w/Disabilities:** It is the intent of the district to ensure that students who are disabled within the definition of

- Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.
- The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.
- A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

**Discipline of Students w/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.

**Accommodating Individuals w/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.

**Student Privacy Protections - Surveys** by Third Parties:

- Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.
- Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

**Surveys Requesting Personal Information**

- School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:
  1. Political affiliations or beliefs of the student or the student's parent/guardian.
  2. Mental or psychological problems of the student or the student's family.
  3. Behavior or attitudes about sex.
  4. Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

\*\*The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

- Instructional Material: A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

**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:

- 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.
- 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.
- 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.

**Student Biometric Information:** Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

**Requests from Military or Institutions of Higher Learning:** Upon their request, military recruiters and institutions of higher learning will be given access to student's 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.

**Teacher Qualifications:** Parents 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.

**Sex Offender & Violent Offender Community Notification Law:** State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

- To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

**Standardized Testing:** Students and parents/guardians should be aware that students in grades 6-8 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

**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:

- 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
- 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.

**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. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

**Parent Involvement:** The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:



- school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and timely responses to suggestions.
- Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves. In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.
- The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

**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 participation in this program are available from the school office upon request.

**Pesticide Application Notice:** The district maintains a registry of parents and 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 the office. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

**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.

**Equal Opportunity Statement:** Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the superintendent.

**Safe Schools:** North Mac CUSD #34 remains committed to the goal of safe schools and an orderly process of instruction. Reaching this goal has required that everyone (members of the Board of Education, central office personnel, school administration, teachers, parents and students) assume his or her share of responsibility toward attainment of that goal. To do otherwise would be a great disservice to the young people of North Mac.

**Asbestos Hazard Emergency Response Act:** In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the District, this notification has the intent to inform workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours in the office of each school in the district. Periodic surveillance is conducted at least every six months as long as asbestos materials remain in the building(s). The District will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition. School maintenance and custodial personnel have received asbestos awareness training.

**Public Notice:** North Mac Community #34, a member of the Sangamon Area Special Education Cooperative (SASED), offers a free and appropriate education to all school age children up to 21 years of age legally residing in District #34. Any child is eligible for special education and related services to address the adverse effect of the disability on his or her education if he/she has any of the following:

- |                          |                              |
|--------------------------|------------------------------|
| Deafness                 | Autism                       |
| Deafness-Blindness       | Specific Learning Disability |
| Hearing Impaired         | Speech and Language Impaired |
| Mentally Impaired        | Visually Handicapped         |
| Multi-Handicapped        | Emotionally Handicapped      |
| Traumatic Brain Injury   | Orthopedic Impairments       |
| Other Health Impairments |                              |

The district also shall actively seek out and identify all children from birth through age 21, within the district, including children not enrolled in the public schools, who may be eligible for special education and related services.

Referrals to District #34, for preliminary evaluation, may be made by school district personnel, the parent/guardian of the child, persons having primary care and custody of the child, community service agencies, other professional persons having knowledge of the child's problem, the child, or the Illinois State Board of Education, when there is reason to believe that a child may require special education services.

Parents and other members of the community may review a copy of the Rules and Regulations to Govern Special Education at the Superintendent's office.

**SOCIAL SERVICES:**

- |   |  |
|---|--|
| Macoupin Co. Mental Health Center<br>Outpatient Counseling for Youth & Adults<br>(Substance Abuse and Mental Health Services)<br>Carlinville - 854-3166 | Center for Youth Services<br>Runaways and Lockouts<br>942-6600   |
| Dept. of Children & Family Services<br>For Physical, sexual abuse & neglect<br>1-800-252-2873   | RICS - Rape Info and<br>Counseling Services<br>For Sexual Assaults/Rape<br>Springfield – Hot Line 753-8081 |
| Sojourn Women's Center<br>For Battered Women<br>Springfield - 544-2484  | Survivors of Incest<br>Rape Information &<br>Counseling Services<br>Springfield - 744-2560                 |
| St. John's Hospital<br>Medical exam/legal evidence for rape victims<br>800 N. Carpenter, Springfield  | Memorial Medical Center<br>Medical exam/legal evidence<br>for rape victims                                 |

525-5610

Rutledge Street, Springfield  
788-3030

Libertas Chemical Dependency Program  
Outpatient Counseling for Teens  
Springfield – 525-5629

Triangle Center Chemical  
Dependency Program  
Outpatient Counseling for Teens  
544-9858

**REFERENCES:** Illinois State Board of Education, Behavioral Interventions in Schools: Guidelines for the Development of District Policies for Students with Disabilities June 1994, *Memorandum = 94-25M*;

The Illinois School Code Chapter 122, Section 14-8.05, *Behavioral Interventions for Students with Disabilities* as amended by **105 ILCS 5/14-8/05**;

The Illinois School Code Chapter 122, Section 10-20.14, *Parent-Teacher Advisory Committee* as amended by **105 ILCS 5/10-20.14**

The Illinois School Code Chapter 122, Section 24-24, *Corporal Punishment* as amended **105 ILCS 5/24-24**

The Illinois School Code Sections 10-20.31. *Time out and Physical Restraint*, **105 ILCS 5/10-20.33, 23 IL Administrative Codes 1.285**

#### **EXTRA-CURRICULUM INFORMATION**

**The Athletic Code** applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

The following rules apply to all competitive sports, extracurricular activities, cheerleaders, and managers.

- Eligibility for athletics is governed by the rules of the Illinois High School Association or Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IHSA or IESA and this Athletic Code, the most stringent rule will be enforced.
  1. Eligibility for athletes, cheerleaders, clubs and organizations, and managers will be checked every Friday and extends from Monday through Saturday. All grades are accumulated per Quarter.
  2. A student in Middle School must be passing all classes each week according to the IESA Rules on Eligibility.
- All athletes must have a health physical, copy of birth certificate and a signed waiver of insurance coverage or athletic insurance turned into the school office before they are allowed to participate in either practice or games. Managers must have a signed waiver of insurance coverage or athletic insurance.
- All players must wear the uniform supplied by the school or clothing that is agreed upon by the coaching staff of that particular sport.

- Drugs, Alcohol and Tobacco: Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession. Any participant in one or more extra-curricular activities will be subject to discipline in accordance with the terms of this policy as documented by the police or certified school personnel or self-admission.
  1. 1st offense: the student will not be allowed to participate in any extra-curricular conference in which he/she may be involved, for ten percent (10%) of the activities total contest.
  2. 2nd offense: school administration will contact the parent(s) or guardian(s) for a conference as soon as possible. The student will not be allowed to participate in any extra-curricular activities in which he/she may be involved, for a period equivalent to fifty percent (50%) of the activity's total contest. If the punishment cannot be completed in the season it occurred, the punishment will carry over to the next season or year. If the student fails to participate fully in the therapeutic option which he/she has chosen, the student will not be allowed to participate in any extra-curricular activity(ties) for the period equivalent to one hundred (100%) of the activity's total contest.
  3. 3rd offense: school administration will contact parent(s) or guardian(s) for a conference as soon as possible. The students will be suspended from all sport participation for one calendar year.
  4. 4<sup>th</sup> offense: The student will be suspended from all sports the remainder of his/her middle/high school career.
- Any student denied participation in any extra-curricular activities under the terms of this policy shall be offered therapy/counseling assistance through the Student Assistance Program.
- Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:
  1. Insubordination; or
  2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
  3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
  4. Hazing, bullying, or harassment of any kind; or
  5. Use of profanity; or
  6. Exhibition of bad sportsmanship; or
  7. Violation of any school rules or regulations or law.
- Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

- When a violation occurs, the building principal(s) will meet with the coach(es), and after all individuals present discuss the case, a decision will be made for disciplinary action. The violation and disciplinary action will be discussed with the student. A certified letter will notify the parent(s) or guardian(s). The letter will list the specifics of the suspension (contest, activities, dates, etc.) and the dates of the probation period.
- If a student is suspended from participation in an extra-curricular activity(ties), the student and/or parent(s) or guardian(s) shall have five (5) school days to appeal the disciplinary action. Those present during the appeals process shall be the building principal(s), coach(es) or sponsor(s) of the activity(ties). If you do not agree with the building level decision you may appeal in writing within (10) days. If they elect to appeal, the Board of Education will set a hearing date.
- Nonresident students will not be enrolled in North Mac Community Unit District #34 during the term of a disciplinary suspension or expulsion from another school district. Parent(s) or guardian(s) seeking to enroll nonresident students may be asked to provide evidence of whether or not their children are subject to disciplinary proceedings in their previous school.
- No player may practice for, or appear in any competition for any interscholastic competition during the time they have a medical excuse (from a doctor or administration) taking them out of a P.E. class.
- The coach will determine which excuses are "excused" or "unexcused".
- When school is closed for the day or dismissed early due to inclement weather all student extracurricular activities and athletic games and/or practices for the day shall be cancelled. Exceptions: tournaments.
- If an athlete receives an "unexcused absence" the following will apply:
  - ..... 1st offense athlete suspended one (1) game
  - ..... 2nd offense athlete suspended from the next two (2) games
  - ..... 3rd offense athlete dismissed from the athletic team
- To practice or to play in an athletic game the player must be in school for ALL classes on the day of the game or practice (exception - a player with a medical appointment or a death in the immediate family or personal problem may be excused by the Principal).
- A pre-arranged doctor or dental appointment will be acceptable anytime during the school day.
- Detention hall takes precedence over all other activities such as athletics, band, dramatics, or outside employment. This also includes practice for sports or participating in any athletic competition/games.
- Any athlete who is suspended or expelled from school will not be allowed to participate in games or practices during the time of his/her suspension or expulsion.
- If a student is ineligible, they will be unable to travel with the team to away contests. If the student-athlete is ineligible for three consecutive weeks, they may be dismissed from the team. For home contests, ineligible students will be unable to dress for events.
- All athletes, cheerleaders, and managers are expected to follow the rules in the Student Handbook and the Athletic Rules and Regulations section. As a member of an athletic team or a cheerleading squad, remember you represent the North Mac School system and everyone associated with it. Behave as a gentleman or lady and practice good

sportsmanship at all times (in school and out, on the bus, in the locker room at games, both at home and away, and in the classroom). Remember that you are playing for coaches who will not tolerate any breaking of training rules.

- Any athlete guilty of hazing/bullying/harassment will be disciplined by the coach and the administration.
- The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four (24) hours a day, whether or not a school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

### **Concussions and Head Injuries**

A student who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student may not return to play or practice until the student has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

**Distribution of Steroids and Performance Enhancing Drugs:** No coach, administrator, school official or employee, or booster club/support group member may sell, distribute, or promote the use of any anabolic steroids or performance-enhancing dietary supplements to students at member schools. A coach, administrator, school official or employee, or booster club/support group member may provide only permissible nutritional supplements to students at any time for the purpose of providing additional calories and electrolytes, provided they do not contain any dietary supplements banned by the Association. Permissible nutritional supplements are identified according to the following classes:  
Carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters and vitamins and minerals.