

NORTH MAC COMMUNITY UNIT SCHOOL DISTRICT No. 34

Student and Family

HANDBOOK

2015-2016

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



*BOARD OF EDUCATION*

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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

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**PURPOSE OF THIS HANDBOOK**

The Student and Family Handbook is a reference guide for students and families in the North Mac School District. The Handbook includes information about student academic and behavior expectations, student and family rights, and other various requirements and policies pertaining to enrollment in North Mac Public Schools.

**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 success as well model appropriate school governance. 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 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 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.

**Additional Contact Numbers**

***Transportation***  
Phone 217/627-2180  
Fax 217/627-2180

***Athletic Director***  
Phone 217/627-2136  
Fax 217/627-3503

***Health Services***  
Please call school student attends

***Capital Area Career Center***  
Phone 217/529-5431  
Fax 217/627-3409

***Sangamon Area Special Education District***  
Phone 217/627-2915  
Fax 217/627-3519

***SAFE School***  
Phone 217/965-4127  
Fax 217/965-4006

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## GENERAL INFORMATION

### ***Visitors must***

1. 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.
2. Sign in, indicate name, the date and time of arrival, and the classroom or location to be visited. Approved visitors must take a tag identifying themselves as a guest and place the tag on 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.
3. Abide by all school rules during their time on school property. A visitor who fails to conduct him/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.
4. 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.

### ***Arrival to School***

Students shall not arrive at school before 7:30 a.m. Parents/guardians will be notified by the attendance center of arrival and departure times and procedures each year.

### ***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 calling with a concern, the parent/guardian will be asked if chain of command has been followed.

### ***Conferences***

Parents/guardians 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 must sign in at the school office before going to the conference location. 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, 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*.

### ***Dances***

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. Student guests for high school dance must be a current high school student and under age 21. 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 School students may attend 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.

### ***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 or semester exams. Also, family access is not available during the summer months. Please contact the appropriate school office with 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. Students shall travel to and from school on school-provided transportation. 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;
- Missed ten (10) or more days of school (excused or unexcused) includes no more than ten (10) days missed in a class period;
- Special circumstance with approval of the principal.

### ***Invitations, Gifts, and Treats***

Birthday and classroom treats must come from the approved snack list and have classroom teacher approval. 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.

### ***General Building Conduct***

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 while traveling to and from school, during school hours and/or while on District No. 34 property, adjacent property, or any property host to a school-sponsored activity.

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

### ***Safety Drill Procedures and Conduct***

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 (fire), 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.

### **STUDENT AGE, RESIDENTIAL REQUIREMENTS AND FEES**

Any individual who has not graduated from high school and is a resident of the District is entitled to attend a District school and to receive the instruction necessary to graduate, provided that such individual meets the standard for admission as determined by the Board and/or applicable federal and state statutes, rules and regulations. A student, other than a special education student, who is eighteen (18) years or older and who cannot graduate before such student's twenty-first (21) birthday may only attend an alternative or adult education program.

#### ***Residents***

Any individual under the age of eighteen (18) years, except as otherwise provided by any law, rule or regulation, is considered a resident of the District if such individual meets one (1) or more of the following criteria:

- Resides with one (1) or more natural or adoptive parents within the District unless otherwise ordered by court of competent jurisdiction;
- Resides with a court appointed guardian within the District;
- Resides in a foster home within the District;
- Resides in the District with a resident who has assumed legal responsibility for the student;
- Resides in the district as an emancipated minor;
- Resides with a resident adult who exercises legal responsibility for the child.

Students experiencing homelessness should speak to the school counselor or principal.

#### ***Verification of Residency***

It is the responsibility of the building administrator (principal, assistant principal, dean, counselor, or administrative assistant) to verify the residence of a student. Post office boxes are not acceptable as proof of residency. Administrators will request the following documents to verify an address:

- Rent receipt, mortgage papers, property title, tax bill or copy of signed lease
- Utility bill
- Affidavit of Residency

Anyone who knowingly enrolls under a false address is subject to prosecution under the law as a Class C Misdemeanor. Any administrator who knowingly enrolls a student under false pretenses is also subject to prosecution under the same Class C Misdemeanor.

#### ***Students Who Live Outside the District***

Students living with parents or legal guardians who reside outside the District may apply for enrollment on a tuition basis. The Illinois School Code provides that a school district may charge a non-resident student (attending a school of the district) tuition in an amount not exceeding 110% of the per capita cost of maintaining the schools of the district for the preceding school year. Tuition fees, or an approved portion thereof, must be paid prior to before the student's entrance in school. Students who move out of North Mac may continue to attend school within the District on a tuition-free basis for the remainder of the school year. Enrollment in subsequent years will require tuition to be paid. Transportation is the responsibility of the parents and pupils.

#### ***Fines, Fees, 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 parents/guardians are unable to afford student fees may request 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 by March 31<sup>st</sup> of the school year. A student is eligible for a fee waiver if at least one of the following prerequisites is met: 1) 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 2) 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 Superintendent 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
- When one or more of the parents/guardians are involved in a work stoppage

#### ***Athletic Fees***

Students shall be assessed a fee for participation in all extra-curricular activities governed by the IHSA/IESA. Fees are as follows: High School: \$40 for each IHSA activity, except football where the fee is \$65. Middle School: \$25 for each IESA activity. Such fees shall be collectable and payable at the time Athletic Permission Paperwork and physicals are submitted - no pay, no practice, no play.

### **GRADUATION AND PROMOTION REQUIREMENTS**

#### ***Exemption from Physical Education Requirement***

A student in grades 9-12 may submit a written request to the building principal to be excused from physical education courses for the reasons stated below.

- Grades 9-12: Enrollment in a marching band program for credit (1st semester only)
- Grades 11-12: Ongoing participation in an interscholastic athletic program
- Grade 11-12: Enrollment in academic classes that are required for admission to an institution of higher learning
- Grade 11-12: Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate

#### ***Credit for Alternative Courses and Programs, and Course Substitutions***

1. Correspondence Courses: A student enrolled in a correspondence course may receive high school credit for work completed, provided:

- The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools
- The student is a junior, senior, or fifth year senior
- The student assumes responsibility for all fees
- The building principal approves the course in advance
- A maximum of four (4) credits may be counted toward the requirements for a student's high school graduation (principal approval is required)

2. Distance Learning Courses, including Virtual or Online Courses: A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

- The course is offered by an institution approved by the superintendent or designee
- The course is not offered at the student's high school
- The course is taken for credit recovery
- The student assumes responsibility for all fees (including tuition and textbooks)
- The building principal approves the course in advance.

*Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses and correspondence courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. Students cannot drop a subject without the permission of the principal after the end of third week of the semester without receiving a "W" grade.*

3. Exchange Programs: An exchange student will be granted a certificate of attendance. Only those exchange students meeting the specific criteria for graduation established by the State of Illinois and the School Board may be considered for award of a diploma. District students will receive high school credit for foreign exchange courses that meet the criteria

established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

4. Summer School and Independent Study: A student will receive high school credit for successfully completing:
- Any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools
  - Independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal

5. College Courses: A student who successfully completes community college courses may receive high school credit, provided:

- The student is a senior in good academic standing
- The course is not offered in the high school curriculum
- The course is approved in advance by the student's counselor and the building principal.
- The student assumes responsibility for all fees.

*A maximum of six (6) units of credit may be counted toward the requirements for a student's high school graduation. If a student withdraws from a college course, the student will receive a "W" on his/her transcript. The course will count as a failing grade and applied to class rank and GPA. After completing all college courses, the grade earned will count towards the student grade point average.*

6. Dual Credit Courses: A student who successfully completes a dual credit course may receive credit at both the college and the high school level. Dual credit courses follow college requirements. Failing or dropping a dual credit course may affect both financial aid and college grade point average after high school.

7. Foreign Language Courses: A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education. The amount of credit will be based on foreign language proficiency achieved. The building principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

8. Military Service: The board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

9. Substitutions for Courses: A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

- The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course
- The student's parent(s)/guardian(s) requests and approves the substitution in writing on forms provided by the district

### ***Early Graduation***

Students who will have successfully completed graduation requirements after seven (7) semesters may petition the Board of Education to graduate. Applications must be submitted to the principal by December 1 of the fourth year of attendance. Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown, graduation practices, etc.). Students will not participate in second semester events including, but not limited to, Prom, Senior Trip, etc. Early graduates will pay adult prices at sporting events. Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of course completion by December 15. Failure to produce this documentation will result in denial of the early graduation petition. To be eligible for early graduation, a student must attend at least one (1) semester at North Mac High School.

### ***Award of North Mac Diploma***

To be eligible to receive a diploma a student must fulfill all graduation requirements of the North Mac school district and attend North Mac High School a minimum of one full semester.



***Certification of High School Completion***

A student with a disability who has an Individualized Education Program (IEP) prescribing special education, transition planning, transition services, or related services beyond the student’s four (4) years of high school, qualifies for a certificate of completion after the student has completed four (4) years of high school. The student is encouraged to participate in the graduation ceremony.

***Home and Hospital Instruction***

A student who is absent or whose physician anticipates his or her absence 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. The student must provide a written statement from the physician prior to home and hospital instruction. A student who is unable to attend school because of pregnancy will be provided home instruction 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 three (3) months after the child’s birth.

***Semester and Quarterly Exams***

All high school students are required to take semester exams. For all single semester classes, students must take the semester exam no matter which semester the class is scheduled. For all yearlong classes, students must take the first semester exam. Seniors may have an opportunity to earn a “Second Semester Exam Pass” by meeting the following criteria:

1. Senior standing
2. No more than five (5) absences as of May 18, 2015
3. No out-of-school suspensions and no more than two Saturday detentions
4. Earning a rating of “Exceeds” on state assessments each year they are given
5. “A” average for first semester and second semester as of May 18, 2015, including honor courses

All middle school students are required to take quarterly assessments each quarter the assessments are given.

***Semester and Quarterly Grade Calculation***

The high school semester grade including an exam is calculated as follows:

|      |                               |
|------|-------------------------------|
| 40%  | .....1st or 3rd quarter grade |
| 40%  | .....2nd or 4th quarter grade |
| 20%  | .....semester exam            |
| 100% | .....SEMESTER GRADE           |

The high school semester grade without an exam is calculated as follows:

|      |                               |
|------|-------------------------------|
| 50%  | .....1st or 3rd quarter grade |
| 50%  | .....2nd or 4th quarter grade |
| 100% | .....SEMESTER GRADE           |

The semester final grade shall be the grade which is entered into a student's permanent record.

Middle school quarterly grades including an exam are 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 |

***Valedictorian/Salutatorian***

Academic grades earned during each semester are used in figuring high school class rank, valedictorian, and salutatorian awards. Final determination will be based on completing eight (8) semesters. Nine-week grades are used only to determine semester grades. Only semester grades are used to calculate grade point average (GPA) and class rank. The student with the highest grade point average (GPA) shall be honored in being named class valedictorian. The student with the second highest grade point average (GPA) shall be honored in being named class salutatorian. In the event of a tie for the

valedictorian award, all students tying shall be named valedictorian. In the event of a tie for the salutatorian award, all students tying shall be named class salutatorian. In order to determine which students are the class valedictorian and salutatorian, the grade point average (GPA) will be carried out four decimal places. If the overall grade point average (GPA) is the same after carrying it out four decimal places, a tie will then exist. Students who graduate before completing eight (8) semesters are ineligible for valedictorian and salutatorian awards during the school year in which they graduate. Also, to be eligible for the valedictorian and salutatorian awards, a student must be in attendance at North Mac High School for a minimum of four (4) semesters.

**Grading Scale**

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

**Grade Point Average (GPA)**

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 four (4) decimal places to avoid ties in GPA and class rank. ONLY SEMESTER GRADES ARE USED TO FIGURE GRADE POINT AVERAGE AND CLASS RANK. A student's grade point average is cumulative, taking into account all grades earned while in high school. One additional point is awarded for honor courses.

**Honor Roll**

The Honor Roll is calculated each quarter using the unweighted GPA. Students receiving Honors must have a GPA between 3.5 and 3.99. Students receiving High Honors must have a GPA of 4.0 for the quarter.

**Progress Reports**

All students receive progress reports at the mid-term of each grading period. Grades are also available through the Skyward Family Access site at any time.

**CAPITAL AREA CAREER CENTER (CACC)**

**Admission Requirements**

1) Students who received a ten (10) day attendance letter during their sophomore or junior year may NOT be allowed to apply for Capital Area Career Center (excused or unexcused). Uncontrollable circumstances will be taken into consideration by the administration; 2) Students with two or more suspensions from the previous school year will NOT be allowed to register for Capital Area Career Center; and 3) Students who have dropped out or have been removed from Capital Area Career Center for any reason will NOT be allowed to register for Capital Area Career Capital again.

**Attendance Procedures**

Any student with one (1) unexcused absence before the eleventh day of attendance may be dropped from Capital Area Career Center.

Unexcused absences:

- First Offense-----Saturday School from 8:00 to10:00 a.m.
- Second Offense----Saturday School from 8:00 to10:00 a.m.
- Third Offense-----Out-of-school Suspension 1 to 10 days
- Fourth Offense----Out-of-school Suspension 1 to 10 days
- Fifth Offense-----May be removed from Capital Area Career Center

On days when a student is ill, parents must call North Mac High School to report his/her absence by 9:00 am. If a student has an unexcused absence from school in the morning, he/she will not attend Capital Area Career Center in the afternoon. Tardy students will be handled through the tardy policy.

***Transportation***

All students must ride the district-provided transportation each day they attend Capital Area Career Center unless specific permission is granted by the principal. North Mac High School will take attendance on the Capital Area Career Center bus prior to leaving. If students do not ride the bus but attend Capital Area Career Center, it can be considered an unexcused absence.

Driving to Capital Area Career Center is not allowed without the following (no other students can be transported): 1) principal approval; 2) a copy of the student's current driver's license and insurance on file in the office; and 3) Capital Area Career Center driving approval slip completed with principal, teacher and parent signatures.

Discipline for non-compliance of Capital Area Career Center driving policy

- First Offense-----Saturday School from 8:00 to10:00 a.m.
- Second Offense-----Saturday School from 8:00 to10:00 a.m.
- Third Offense-----Out-of-school Suspension 1 to 10 days
- Fourth Offense-----Out-of-school Suspension 1 to 10 days
- Fifth Offense-----May be removed from Capital Area Career Center

***Bus Conduct***

Students are required to follow all of the bus rules and regulations stated by policy and the directives given by the bus driver. Students will be disciplined if infractions occur and may be removed from the bus and thus Capital Area Career Center. If parents are required to provide transportation for their students to Capital Area Career Center due to disciplinary issues and transportation cannot be provided, the students will be suspended from school.

Discipline for non-compliance of Capital Area Career Center bus conduct policy

- First Offense-----Saturday School from 8:00 to10:00 a.m.
- Second Offense-----Saturday School from 8:00 to to10:00 a.m.
- Third Offense-----Parents will be required to provide transportation to  
Capital Area Career Center
- Fourth Offense-----Out-of-school Suspension 1 to10 days
- Fifth Offense-----May be removed from Capital Area Career Center

***General Capital Area Career Center Discipline***

All Capital Area Career Center suspensions will result in North Mac High School suspensions and vice versa. Two (2) Capital Area Career Center suspensions in one (1) school year, despite the length of the suspensions, will result in a student being dropped from the program. Students who have been dropped from Capital Area Career Center will return to North Mac High School and will be given a class schedule.

***Grades***

Students who do not pass a course at the vocational center will not be allowed to return to the Capital Area Career Center the next school year.

***Inclement Weather***

If North Mac High School cancels school due to weather conditions, students will not be required to attend Capital Area Career Center. They will be school-excused.

***Capital Area Career Center Tuition and Fees***

Capital Area Career Center students will pay the Vocational School Fee directly to the office at Capital Area Career Center. If the Capital Area Career Center fee is not paid within the first five (5) days of the school year, students will be dropped from the Capital Area Career Center roster and given classes at North Mac High School. There is also a North Mac Capital Area Career Center fee that must be paid at registration.

***Capital Area Career Center Credit***

The local school district is responsible for assigning final credit for Capital Area Career Center classes. If a student is removed from the program before the end of a semester, no semester credit will be given.

### ***Class Changes***

Students are discouraged from making changes in class schedules, but changes may be made by registration at the beginning of the school year for semester one and the first week of December for semester two. After the deadline, a student request for class changes must be made in writing to the principal by that student, or his/her parent(s) or guardian(s). If, in the opinion of the principal, and with the permission of both instructors, a change seems warranted, a conference with the principal, student, student's parent(s) or guardian(s) will be held. Any others who may be able to contribute necessary information may be included at the principal's discretion. The final decision concerning the change will rest with the principal.

Students cannot drop a subject without the permission of the principal after the end of third week of the semester without receiving a "W" grade.

### ***Driver Education***

Students must have received a passing grade in at least eight (8) courses during the previous two (2) semesters prior to enrolling in a driver education course. For a ninth grade student, this means he/she met the middle school promotion requirements as listed in the student handbook. Each student must complete a minimum of thirty (30) clock hours of classroom instruction. Students must not miss more than three (3) days for any reason excused and/or unexcused. The fee for Driver Education will be paid each time a student takes the class. A letter grade of "D" is not a passing grade, and the class will need to be retaken; however, credit will only be given once.

### ***Student Classification***

Students in the Class of 2016 must earn 24 credits and meet specific course requirements in order to be eligible for a diploma. Students in the Classes of 2017, 2018 and 2019 must earn 22 credits and meet specific course requirements in order to be eligible for a diploma. School administration will review transcripts of transferring students to determine number and types of course credits for which North Mac will award credit. Grade assignment at the high school will be determined by number of credits earned and will be made at the start of first semester or upon date of transfer. Midyear promotion is available only to students who have attended high school for seven or more semesters.

Senior: Seventeen (17) or more credits; six (6) semesters of high school attendance.

Junior: Eleven (11) or more credits but fewer than seventeen (17) credits.

Sophomore: Five (5) or more credits but fewer than eleven (11) credits.

Freshman: Fewer than five (5) credits.

### ***Middle School Promotion***

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher or log into the Skyward Program to view student 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.

### ***Elementary Promotion***

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, and performance on district assessments. A student will not be promoted based upon age or any other social reason not related to academic performance. Retention decisions are based upon quarter grades/achievement, quarterly benchmarks, results of curriculum-based measurements, state testing results, and the professional judgment of the academic team. Collaborative meetings with parents, teachers, and the principal will occur at school in an effort to address the student's academic concerns and provide supports for the student's educational needs.

## **STUDENT ATTENDANCE**

Absences shall be entered upon the student's permanent record. Unless the school has been previously notified, the school will attempt to contact the parent/guardian with regard to an absence of a student enrolled within two (2) hours of the start of school. Parents of high school students will be notified the morning of their absence. Unexcused absences must be cleared with the school within 48 hours.

### ***Excused Absences***

Absences are excused for:

- Illness of a student (no activity or athletics on day of illness allowed)
- Death in the family
- Critical illness of a near relative (mother, father, brother, sister, grandparent)
- Dental or medical appointment (with medical slip from physician or dentist)
- Court Appointment (letter from an official required)
- Family trips where parents accompany students (these absences count towards the ten day limit and three (3) days prior notice must be given)
- Observance of a religious holiday. A note will be needed, before or after the absence
- College visits/job shadowing (pre-arranged with counselor; signed statement from college or employer verifying visit); junior or senior only; two (2) days per year

### ***Pre-Planned Excused Absences***

North Mac District No. 34 strongly discourages vacations during the course of the school year. If a student is aware that he or she is going to be out of school prior to the day of the absence, the principal or secretary should be notified. The policy for receiving work prior to the pre-planned absence or making this work up upon return is up to the discretion of the building principal. Parents are responsible for making contact with the principal prior to this pre-planned absence to discuss these educational issues.

### ***Family Vacation***

Parent(s)/Guardian(s) must pre-arrange a family vacation with the principal or the absence days will be unexcused. If an absence has been pre-arranged and excused, the student must obtain homework prior to missing school and turn it in on the day he/she return to school. If unexcused, no credit will be given by teacher. The absences do count towards the semester exams and ten (10) day excused absences. Three (3) day notice is required. Submit your request in writing to the principal.

### ***Homework/Make-up Work***

If a student is absent, 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 exception to this rule is if a student is working on a ten (10) day or more project, the project will be due on the date it was due. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will be allowed to make up missed work (disciplinary consequences for the truancy will be assigned by building administration). If an absence is excused and pre-arranged (vacation), a student must obtain homework prior to missing school and turn it in on the day he/she returns. Anything past the make up day time frame will not be counted without administrative approval. Make up work extensions may be granted in special or emergency circumstances with approval of the principal.

### ***Suspension from School***

Suspension from school is considered an excused absence. For specific information on procedures relative to student work during a suspension, please see the Student Discipline section of the Student and Family Handbook.

### ***Unexcused Absences***

Absences are unexcused for:

- Running errands for the family
- Staying home to care for younger children
- Appointments for anyone other than the student.
- Working at or away from home
- Visiting friends or relatives without parents or guardians
- Shopping with parents
- Minor aches and pains (persistence may indicate a more serious problem)
- Ordinary weather hazards
- Oversleeping
- Mechanical failure when parents assume responsibility for transportation or missing the bus (Principal's discretion)
- Other situations at the discretion of the principal

### ***Truancy Policy***

Academic progress is improved by regular school attendance. Illinois State Law requires those children between the ages of 6 and 17 to attend school regularly. When a student is absent, a parent should call the school between 8:00 and 9:00 a.m. If no phone call is made, the school will attempt to contact the parent or guardian. (No notes will be accepted at the high school level.) If no contact is made between the parent and the school, the absence will be unexcused.

A student will be allowed nine (9) excused absences per school year without a doctor's note. Beginning with 10 days, all absences without a doctor's excuse are considered unexcused. Doctor's notes must state the student was unable to attend school and give exact times when the student was seen in the doctor's office. Parents please note: Nine (9) days of unexcused absence is considered chronic truancy (105 ILCS 5/26-2a) and may result in court action (705 ILCS 405/3-33.5).

### ***Tardiness and Signing Out to Leave School***

A student, late for school or class, shall report to the office, sign in and account for such tardiness. A student shall not be permitted to leave school before the normal hours of dismissal except by permission of the principal. A student or parent must sign out in the office when the student is leaving the school with parent permission. 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 he/she has not obtained permission to leave/sign out from the principal. The utmost care must be exercised in releasing a student from the custody of the school to any person or in sending them home.

### ***Emergency School Closings***

When weather conditions or emergency situations make it necessary to close the schools in the North Mac School District No. 34, the closing will be announced on WSMI, WICS, and the District web and Facebook pages. A Skylert school message will be sent to parents. Any announcement that the District is closed means that the closing is district-wide and includes all schools operated by the District. An individual building will not be named unless the emergency affects only that particular school. All school functions are cancelled in the event of an emergency.

### ***Transfer/Withdrawal***

If a student is withdrawing or transferring to another district, a parent or guardian must contact the office so the required forms can be completed. Students transferring to North Mac from another district in the state must present a completed copy of the Illinois State Board of Education's Student Transfer Form from the previous district and a birth certificate. All transfer students must provide evidence of proper grade placement from the previous district and proof of residency in the 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 thirty (30) calendar days of enrollment.

## **IMMUNIZATIONS, PHYSICAL EXAMS AND HEALTH POLICIES**

### ***Physical Exam and Up-To-Date Record of Immunizations***

Required examinations and immunizations should be obtained by the first day of student attendance of the school year, with an exclusion date of October 15. Physical exams are required upon first entry into school and at grades K, 6 and 9. Students who enroll as new students during the school year must obtain examinations and immunizations within thirty (30) days of enrollment.

### ***Immunizations***

The Illinois Administrative Code requires that every child, prior to enrolling in any public school, shall present to that school proof of immunization (77 IAC 665.230). Illinois law further states that a child shall be considered in compliance with the law if all immunizations which a child can medically receive are given prior to entering school (77 IAC 665.270).

### ***School Physicals***

Pursuant to Illinois law, school health exams (school physicals) shall be conducted within one year:

1. prior to the date on entering school
2. prior to the date of entering kindergarten or first grade
3. prior to the date of entering the sixth grade
4. prior to the date of entering the ninth grade (77 IAC 665.140)

In addition, Illinois law requires every student to present proof to local school authority of having had the health examination prior to the date of entrance to school (77 IAC 665.160).

#### ***Dental Exams and Eye Exams***

Illinois law requires all children in kindergarten and the second and the sixth grades to have a dental examination by May 15 of the school year (77 IAC 665.410). Effective January 1, 2008, all children enrolling in kindergarten must have an eye examination and present proof of the eye exam (105 ILCS 5/27-8.1).

#### ***Vision and Hearing Screenings***

Vision and hearing screenings are completed annually on students in mandated grade levels. The vision and hearing screening programs are for the purpose of the identification and prevention of vision and hearing impairments in students. Screenings are a limited process and do not diagnose visual or auditory problems, but rather indicate a potential need for further evaluation. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the 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. The screenings are a school health requirement of the Illinois Department of Public Health. Parents wishing to object to this examination for religious reasons must submit to the school a written statement that fully sets forth the religious belief that is the basis for the objection.

#### ***Medication Administration***

No medication will be given to a student until the Medication Permission Form is completed and signed by the physician and by the parent/guardian. If the form is not available, the written physician order must include the name of the drug, dosage, method of administering, and when it should be taken. Written parental permission is required as well.

- All medication administered during the school day must be necessary in order to allow the child to attend school.
- Prescription medication shall display: Child's name, Prescription number, Medication name and dosage, Administration route, Time to be given and/or other directions, Date of prescription and refill, Licensed prescriber's name, Pharmacy name, address, phone number, and Name or initials of pharmacist

The first dose of any new medication will not be given at school due to the possibility of an adverse reaction. Over-the-counter (OTC) medications are discouraged at school. When ordered in writing by the physician and parent, OTC medications shall be brought in with the manufacturers' original label with the ingredients listed, and with the child's name affixed to the container. Medications should be stored in the most current container with proper directions as to correct dose and time to be given. It is the responsibility of the parent to furnish the school with an adequate amount of medication in a timely manner. Any changes in dose, time, or directions must be in writing from the parent/ guardian and the physician or licensed prescriber.

In cases where the student shall be allowed to self-administer the student's own asthma medication, a signature from the parent and the student's physician is required on the back of the medication authorization sheet.

Herbal preparations and/or other alternative products require a physician's statement and must follow the guidelines given above.

The parent/guardian will be responsible at the end of the treatment for removing from the school their child's unused medication. All unclaimed medication will be discarded during the last week day of the school year.

#### ***Student Illness/Injury/Loss***

Illness or injury at school may make it desirable that a student return home. If such is the case, parents will be contacted by school authorities to explain the circumstances and make arrangements for getting the student home. In case parents cannot be reached, the school will contact the person the parents have listed as an alternate contact on the student's emergency information. Students remain at school until such a contact is made.

Should an accident occur on District property, the District is not liable for related medical bills. Therefore, it is imperative that parents make sure their student is covered by some type of health/accident insurance that will cover costs for injuries that occur as a result of an accident.

### ***Students with Chronic Illness***

If your child has a chronic illness such as diabetes, asthma, seizures or life threatening allergies, etc., please contact the school nurse immediately. The appropriate paperwork for a yearly emergency Action Plan and/or medication authorization will need to be completed by a physician and parent. Emergency Action Plans are necessary to keep your child safe and healthy at school. Calling 911 emergency services will be the only treatment available without an Action Plan on file.

### ***Treating Lice Infestations***

Students identified as having an active infestation of lice will be handled at all times in a discreet and sensitive manner. Parents of students in classrooms with a lice problem will be notified as the need arises. Any student identified with active lice will be immediately isolated from uninfested students, but not necessarily from classroom learning. Attempts will be made to contact parents to pick up the child for immediate treatment or the student will be sent home at the end of the school day. With some patience and proper technique, a combination of safe shampooing and lice combing will eradicate head lice problems. Please consult the school nurse for more information and assistance with lice-related issues.

## **SCHOOL FOOD SERVICE**

Pupils who cannot afford to purchase lunch may be eligible to eat free or at a reduced price. Parents are requested to apply to the building principal to see if they meet federal requirements for free or reduced price meals. Students may bring lunch from home and purchase milk. A la carte service is available in the District's high school.

A nutritious breakfast is available at all schools. Those who qualify for free or reduced-price lunches also qualify for free or reduced-price breakfasts. School Food Service helps contribute to the education of the child in three ways: (1) physical well-being; (2) mental receptivity; and (3) knowledge of food and application of good eating habits. A student may purchase breakfast for prices determined by the National School Lunch Program (NSLP). Rates will be made available at registration. The Community Eligibility Program is available for grades K-8.

Students may not charge more than a \$25.00 balance on meal accounts. Students with a balance over \$25.00 will be offered the option to pay cash or receive the basic lunch outlined in the NSLP program guidelines.

## **CONDUCT, SCHOOL CULTURE AND RIGHTS**

### ***Safe Schools***

North Mac School District remains committed to the goal of safe schools and an orderly process of instruction. Reaching this goal requires that everyone, members of the Board of Education, unit 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.

### ***Definition of Discipline***

Discipline is controlled behavior to develop within an individual responsibility for his/her own actions in accordance with socially accepted conduct.

### ***Administrative Discretion***

The Student and Family Handbook is intended to be used as a resource guide for school administrators, students and parents. The handbook outlines a range of consequences in order to demonstrate that student discipline is "progressive" and that the aim is always to eliminate the inappropriate behavior. Additionally, the District adheres to the concept that behavioral issues should be addressed in a positive manner whenever possible.

All disciplinary consequences do not bear a "one to one" relationship with a disciplinary infraction. School administrators will always need to rely on their individual discretion when dealing with consequences for students. Parents and students may sometimes feel that consequences are "not fair" or that one student is punished more than another student.

From a procedural perspective, school administrators attempt to do the best job possible with the resources and time available to them. Every effort is made to interview all students involved, to provide every student with reasonable "due process" and to render consequences that are both fair and reasonable. Please bear this in mind when you challenge disciplinary consequences.



### ***Schools and Society***

Schools reflect the society in which they exist. A society characterized by increasing numbers of violent crimes, growing incidents of drug abuse, widespread permissiveness, and greater emphasis on citizen rights rather than citizen responsibilities can expect to witness increasing incidents of violence in its schools. Social institutions do not exist in a vacuum. They are part of a society and are influenced and affected by changes taking place in society.

### ***Schools' Responsibilities***

Schools are also agents for change in our society. We must see to it that each student learns through school experiences to recognize the essential worth of each individual and to respect rights; to adjust personal desires to the welfare of the schools; to own work honestly and fairly; to establish high standards of personal integrity; and, to achieve and feel personal satisfaction in group success. The achievement of these ideas represents an important responsibility for the schools.

### ***Shared Responsibility***

While society can assume that schools should accept their share of accountability for citizenship training, it must be recognized from the outset that schools cannot do the job alone. The influence of the family, community and outside of school experiences of children cannot be minimized. Parents cannot avoid the important role they play in the development of the behavioral characteristics of their children. The parent is the child's first teacher and remains the most important teacher throughout the formative years.

A school program in citizenship training, however well-intentioned and directed, could never approach the degree of influence which a parent has on a child. If this influence over character development and self-control is neglected, the school's task becomes much more difficult. However, when the objectives of the school and the family are shared, the task of the school becomes more obvious to the pupil.

### ***Positive Behavioral Interventions and Support (PBIS)***

The North Mac District uses a comprehensive program called PBIS to help students learn proper ways to socialize and handle their behavior. PBIS strategies and techniques focus on using a positive approach to correct problems and create change rather than negative consequences which are typical of more traditional approaches. Schools applying PBIS begin by establishing clear expectations for behavior that are taught, modeled and reinforced across all settings and by all staff. In PBIS the emphasis is on the behavior not the person. Students learn to regulate their own behaviors rather than just responding to a power authority.

## **STUDENT RESPONSIBILITIES/RIGHTS**

### ***Students should:***

- Obey school rules
- Obey city, state and federal laws
- Respect the rights of fellow students and school personnel
- Avoid abusive language, verbal or written
- Dress appropriately and practice habits of personal cleanliness
- Be punctual and attend school regularly
- Bring books and other necessary classroom materials
- Support the educational process
- Attain the best possible level of academic achievement
- Respect authority both in school and at school-sponsored activities
- 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
- Assistance in making decisions on education goals
- Opportunities to practice decision-making within the democratic process
- Being disciplined in private, if possible

- Being disciplined in a humane and appropriate manner
- Adult representation when in conflict with school authority
- A school climate free of violence and disruption
- A clear and concise written code of conduct
- Knowledge of the reasons for any discipline which may be administered
- Due process in matters of disciplinary action

### **STUDENT DRESS CODE**

Student dress and grooming shall neither present a risk to the health, safety or general welfare of students or others in the school nor interfere with or disrupt the educational environment or process. Specifically prohibited modes of dress include the following:

- Dress and grooming shall not be contrary to curriculum goals and/or educational objectives or advertise, promote or picture alcoholic beverages, tobacco, illegal drugs or illegal or violent behavior.
- Dress and grooming, including accessories, shall not display lewd, vulgar, obscene or plainly-offensive language or symbols, including gang symbols.
- Hats, caps, bandannas, sweatbands, sunglasses, pajama pants, slippers, or shoes with wheels attached to the bottom shall not be worn in the buildings.
- Body piercings are not allowed, at the principal's discretion, if they pose a danger to the student or others.
- Coats and jackets should not be worn in the building without principal permission.
- Clothing with holes, ragged hems or cut-off hemlines or sleeves, or made of transparent or fishnet fabric, or clothing that exposes the chest, abdomen, genital area or buttocks, undergarments or the legs above mid-thigh, shall not be worn in the buildings.
- Properly-fitting clothing is to be worn. Oversized, extremely baggy clothing or improperly-fitted clothing is not allowed. Pants, shorts or skirts must be worn at the waist — sagging is prohibited.
- Shorts must be fingertip in length or mid-thigh.
- Spaghetti strap or off the shoulder shirts/blouses are prohibited.
- Tube or halter tops, tank tops, or tops that expose any part of the bra, stomach, or abdomen may not be worn.
- Clothing or jewelry of any kind that presents a safety hazard may not be worn.
- Chains hanging from clothing are prohibited.
- Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times while students are on school property and/or in attendance at school-sponsored activities.
- Students shall not carry book bags in the building during the school day except upon arrival and/or departure from school.
- Shoes must be worn at all times for health and safety purposes.

### **TEACHER RESPONSIBILITIES/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 and 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

- Receive the respect of students, their families, fellow staff members and the school administration
- Use reasonable force, if necessary, to protect him/herself, another teacher or student\*
- Continue to receive regular salary when absent from school as a result of such assault
- Protection against any loss of, damage to, or destruction of personal property as a result of any assault/battery during school activities
- Support and assistance in the maintenance of control and discipline in the classroom
- Conference/meeting time 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 have the right to protect themselves, or another teacher or student, from physical assault or injury. Teachers shall have the Board's assistance in any assault case while the teacher is performing his/her assigned duties. That Board assistance may include notifying the proper authorities (police or sheriff) once the incident has been reported to the building principal and Superintendent, consultation with the Superintendent and/or Board's attorney in outlining the teacher's legal rights and alternative courses of action, and suspension of any student(s) committing an assault and/or battery on a teacher.*

## **PARENT RESPONSIBILITIES/RIGHTS**

### ***Parents should:***

- Assume responsibility for their child's prompt and regular school attendance
- Recognize that, in matters relating to the discipline and conduct of the schools, the teacher stands in relation to the parent or guardian to the child
- 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 the school PTO, or other parent organizations
- Share in their child's right to due process procedures in matters of disciplinary actions
- Be notified of their child's violation of school rules and regulations

## **STUDENT DISCIPLINE**

### ***General Guidelines for 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, that will impede the orderly conduct of the school program, or that will interfere with the orderly implementation of the desegregation plan. The Code of Conduct and handbook applies to all students from their departure until their return to their home while on District property, adjacent property, or engaged in school-sponsored activities. District policy allows the use of physical restraint where safety is a concern, under certain circumstances, as allowed by law. When a student re-enters school after an out of school suspension or expulsion, a student/parent conference may be held to discuss and develop a plan for improvement. The intent is for the school to partner with families and call upon them to be co-responsible for creating a plan for success as their child returns from a serious behavioral consequence. Reasonable attempts may be made to hold this conference. All provisions of the special education laws, including I.D.E.A., are considered to govern the administration of

discipline in the District. Consequently, some provisions of this handbook may not apply in cases where a student's program is determined by an approved Individual Education Plan (I.E.P.). Following are the offenses which are prohibited by the North Mac Public School's Code of Conduct and potential disciplinary actions and procedures to be used in dealing with those offenses:

### **LEVEL I: ACTS OF MISCONDUCT**

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.

Level I misbehaviors include the following:

1. Creating disturbances in classrooms or on school-controlled grounds
2. Dishonesty/Lying
3. Littering (Careless discarding of trash or other items)
4. Tardiness
5. Disrespect for property
6. Failure to carry out directions/disobeying
7. Failure to abide by Dress Code including P.E. Dress Code
8. Bringing prohibited items to school
9. Failure to abide by the classroom technology management plan
10. Instigating conflict between two students through gossip, rumors, attempting to discredit another student, or falsifying information
11. Verbal abuse or harassment, i.e. name calling, teasing, derogatory comments, bullying or intimidation
12. Public Display of Affection
13. Improper cell phone use

#### ***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 is maintained by the staff member.

#### ***Disciplinary Options***

- Consequences as stipulated in the approved classroom management plan
- Verbal reprimand
- Withdrawal of privileges
- Conference with student
- Conference with parents/guardian (by phone or in person)
- Behavioral contract
- Time out
- Detention

### **LEVEL II: ACTS OF MISCONDUCT**

Level II involves misbehaviors whose frequency or seriousness tend to disrupt the learning climate of the school. Level II also involves those infractions which result from the continuation of Level I misbehaviors requiring the intervention of personnel on the administrative level because the execution of Level I disciplinary options has 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. These include such misbehaviors as:

1. Continuation of unmodified Level I Acts of Misconduct
2. Failure to abide by corrective measures for misconduct
3. Forgery or the use of forged notes or excuses (counterfeiting documents, signatures, etc. to deceive)

4. Gambling. Participation in games of chance or skill for money or profit and/or possession of unauthorized gambling paraphernalia
5. 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
6. Misrepresentation/Refusal to identify self, refusal to present student ID
7. 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
8. Truancy. Unexcused absences from school, classes, study halls, homerooms; not being in assigned area/classroom
9. Displaying gang membership or affiliation. Wearing, possessing, drawing, using, distributing, or selling clothing, jewelry, emblem, badge, symbol or sign which evidences membership or affiliation in any gang
10. Plagiarism. Taking others ideas, writings, etc., and passing them off as one's own
11. Disrespect/insubordination/vulgarity/open or persistent defiance to peers or authority and/or school rules and regulations. Acts include verbal abuse, recognizable derogatory gestures or other obscene acts
12. Intimidation/Bullying, Individual
13. Sexual harassment. Unwelcome verbal, physical, or written advances or requests of a sexual nature
14. Instigating conflict between two students, i.e. gossip, rumors, attempting to discredit another student or falsifying information
15. Failure to abide by the School Technology Policy. (See Technology Policies)
16. Cheating
17. Excessive or unnecessary bodily contact
18. Inappropriate use of electronic devices
19. Improper cell phone use
20. Leaving School Grounds without permission

#### ***Disciplinary Procedures***

The student is referred to the administrator for appropriate disciplinary action. The administrator meets with the student and/or teacher and effects the most appropriate response. A copy of the Discipline Referral and Report form, which indicates actions taken, will be given to the staff member making the office referral. Every effort will be made to inform parents. A proper and accurate record of the offense and disciplinary actions is maintained by the administrator.

#### ***Disciplinary Options***

- Referral to outside agency or school district support services
- Social Probation (withdrawal of extra-curricular privileges)
- Revocation of Parking Pass
- Restitution
- Service to School or Community
- Loss of credit for assignment, test or project (to be applied only in case of plagiarism, cheating, or unauthorized possession/use of instructional materials)
- Behavioral contract among student, parent, or a teacher(s)
- Conference with student
- Conference with parents/guardian (by phone or in person)
- Detention before school, noon, after school, Saturday (where available)
- Time-out room
- Withdrawal of privileges
- In-house suspension (every effort will be made to notify parents/guardians when in-house suspension is assigned where available)
- Removal from bus

#### **LEVEL III: ACTS OF MISCONDUCT**

Level III involves acts 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 for remediating the situation in the best interest of all students. These acts include the following:

1. Continuation of unmodified Level II Acts of Misconduct including Bus Misconduct
2. Flagrant disrespect/insubordination/vulgarity/open or persistent, ignoring school rules and regulations. Acts may include verbal abuse, name calling, profanity, obscenity, racial slurs or other discriminatory or derogatory statements or gestures, recognizable derogatory gestures, or other obscene acts
3. Possession, use, or being under the influence of substances (alcohol, tobacco, drugs, look-alike drugs, or inhalants), use of 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
4. Affray. Group fighting and brawling
5. Leaving closed campus without administration permission
6. Fighting. (Provoked or unprovoked)
  - a. Provoked: A fight shall be considered provoked if one student willfully and deliberately sets out to enter into a conflict with another student.
  - b. Unprovoked: A fight shall be considered unprovoked if a student is attempting to protect himself/herself and does nothing to initiate the conflict.
7. Instigation. Instigating a fight among other students
8. Extortion. Use of force or threatened use of force to obtain another person's property or money
9. Complicity in the possession/use of substances (alcohol, drugs or look-alike drugs).
10. Trespassing on non-school property to and from school.
11. Unlawful assembly. The gathering of students which in any way violates community, village, or state statutes
12. 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:
  - a. Entering upon or in property without justification or without implied or actual permission
  - b. Entering or remaining upon or in school property without justification after being notified or requested to abstain from entering
  - c. Entering an area of the school building which is restricted in use and so posted
13. Vandalism. Defacement or destruction of any school building or fixture including the willful writing, making marks, drawing characters, etc. on walls, furniture and fixtures
14. Inappropriate use of electronic communication devices
15. Possession and/or use of laser pointers at school
16. Possession or use of tobacco products or paraphernalia, including look-a-likes, on or adjacent to school property
17. Participating in gang activities. Committing acts associated with gang (two or more gathered for unlawful activity) affiliation, including intimidation of others
18. Soliciting others for membership in any gang
19. Malicious mischief
20. Unauthorized possession or use of instructional materials
21. Severe sexual harassment
22. Technological Vandalism. The interference with, sabotage of, or destructive manipulation of hardware, software and/or data, and/or failure to abide by the District Technology Policy.
23. Gang/Group Intimidation
24. Unmodified Level II Bullying
25. Possession of sexually explicit materials
26. Persistent excessive or unnecessary bodily contact

### ***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.

### ***Disciplinary Options***

- Temporary removal from class
- Financial restitution (in cases where damage or loss is incurred)
- In-house suspension (a reasonable effort will be made to notify parents/ guardians when in-house suspension is assigned) where available
- Alternative program assignment

- Out-of-school suspension
- Suspension of bus privileges

#### **LEVEL IV: ACTS OF MISCONDUCT**

Level IV involves actions which are so serious that they 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. These include:

1. Continuation of unmodified Level III Acts of Misconduct including Bus Misconduct. An accumulation of referrals at Levels II, III, IV, during one school year may result in referral to the Superintendent and/or Board of Education.
  2. Bomb threats. Making either verbal or threats in written form or giving false information concerning bombs in or surrounding the school.\*\*
  3. Furnishing, selling, manufacturing or possessing with the intent to sell or distribute alcohol, tobacco, or controlled substances (drugs or look-alike drugs) on any school property or while attending any school-sponsored or school-related function. Manufacturing includes but is not limited to the producing, preparing, compounding, possession, encapsulating, packaging, repackaging, labeling, or relabeling of any drug or look-alike.\*\*
  4. Possession and/or sale of stolen property-automatic referral to law enforcement. (Possession of District-owned keys may result in ten (10) days out-of-school suspension and administrative assignment to an alternative program)
  5. Possession/use of/or transfer of weapons or look-alike weapons/or other objects to produce bodily harm.\*\*  
*Weapons include, but are not limited to: firearms as defined by federal or state law, bludgeons, black-jacks, billy clubs, chains, sand clubs, sand bags, metal or brass knuckles or other knuckle weapon regardless of its composition, throwing stars, any knives, switch blades, pocket knives, box cutters, razors, stilettos, broken bottles, or other pieces of glass, stun gun, tasers, tear gas, bombs, any object containing a non-lethal noxious liquid gas or substance designed solely for personal defense, air guns, any pistols, revolvers, other firearms, paintball guns, live ammunition or look-alike ammunition, or any other dangerous or deadly weapon or object, instruments of like character, or anything used as a weapon used or attempted to be used to cause bodily harm, including “look a likes” of any firearm or weapon defined above.*
- A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered to be a weapon, looks like a weapon, or that is used or attempted to be used to cause bodily harm, shall be expelled for at least one calendar year. The expulsion period may, however, be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed two (2) calendar years. A “weapon” means (1) a firearm as defined by federal or state law (Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, Section 24-1 of the Criminal Code) (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) “look a likes” of any firearm or weapon as defined above. Such items, including but not limited to, baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Building Principal or designee must notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school. (105 ILCS 5/10-22.6, Gun-Free Schools Act, 20 U.S.C. § 3351 et seq., and Improving America’s Schools Act, P.L. 103-382.)*
6. Setting false fire alarms and/or making false 911 calls.\*\*
  7. Setting fires. This offense is committed when a student without the permission and 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.\*\*
  8. Taking the property of another with or without force, including robbery, larceny, or vandalism; theft by deception, misrepresentation or fraud. A Level IV offense will be assessed depending upon the financial implications of the robbery, larceny, vandalism, or theft/misrepresentation/fraud.
  9. Threats to others (either written or verbal), including a threat to apply force or a threat to do physical injury to another student, school employee, or another person (District Bullying Policy may apply)
  10. Assault/sexual assault/battery/intimidation of a student, school employee, or another person.\*\*
  11. 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.\*\*
  12. Possession or use of fireworks or other explosive materials.\*\*

13. Other acts of misconduct which are seriously disruptive and/or which create a safety hazard to students, staff and/or school property.
14. 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.\*\*
15. Severe Fighting. Physical restraint by an adult may be required due to the student's lack of cooperation and continued misconduct.
16. Hazing
17. Inappropriate use of electronic communication devices. Multiple instances or a single instance that is severely harmful, invasive, or offensive or use of an electronic device for inappropriate posting to the internet.
18. Distribution or dissemination of sexually explicit materials
19. Continued Failure to abide by the District Technology Policy
20. 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.

\*\*This offense shall result in the assignment of the student to ten (10) days out-of-school suspension, referral to law enforcement authorities, and also will result in automatic referral to the Superintendent which could result in additional disciplinary action. Consideration for modification of assigned consequences is at the Superintendent's discretion which may be modified by the Board on a case by case basis. Certain weapons violations may result in a minimum of one-year and maximum of two-year expulsion. Students in possession of drugs or look-alike substances in quantity to be classified as a Class A misdemeanor, Class 1-4 felony, or Class X felony may be recommended for a minimum of one-year and a maximum of two-year expulsion.

#### ***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. Some Level IV violations result in automatic referral to the Superintendent and Board of Education, at the discretion of the building principal.

#### ***Types of Disciplinary Methods for Serious Acts of Misconduct***

Acts of misconduct which usually fall under Level IV may result in the use of the following types of disciplinary responses. In some instances, a case may be referred to the Superintendent, who will make recommendations to the Board of Education for appropriate action. Out-of-school suspension may range from one to ten days, depending on the nature of the act of misconduct. A student who is highly disruptive may be assigned to an alternative program in an effort to avoid out-of-school suspension. This program would provide an isolated school setting away from the regular classroom, where a structured, supervised educational experience can be provided. Violations of offenses listed in Level IV Acts of Misconduct are just cause for administrative recommendation to the Board of Education for expulsion for a definite period of time not to exceed two (2) calendar years, as determined on a case by case basis. A student who is determined to have brought a weapon 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, which period may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.

#### ***Disciplinary Options***

- Out-of-school suspension
- Suspension or Expulsion of Bus Privileges
- Assignment to alternative programs
- Board action which results in appropriate educational placement
- Expulsion
- Referral to appropriate law enforcement agencies



## **CLASSROOM AND SCHOOL DISCIPLINARY ACTIONS/PROCEDURES**

### Actions Taken Prior to Office Referral (Level I Acts of Misconduct)

Each teacher is to establish a Classroom Management Plan to be approved by the building principal and put into use prior to making an office referral, unless the behavior is of such serious nature that immediate office referral is warranted

### ***Office Referrals***

A pupil should be referred to the office when the seriousness of the offense, the persistence of the behavior, or the disruptive effect makes the continued presence of the pupil in the classroom detrimental to the educational process. Typically, office referrals would be Levels II, III and IV Acts of Misconduct.

### ***Corporal Punishment***

Corporal punishment is prohibited. 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.

### ***Bus Conduct***

The school bus and the school bus stop are considered an extension of the school. The rules of conduct which apply in the building or on campus also apply on the bus and at the bus stop. In addition, students are required to abide by the following rules of conduct in relation to school bus transportation:

1. Students must never tamper with the bus or any of its equipment.
2. Students must take seats promptly and remain seated throughout the trip. If seats are assigned, students must sit and stay seated in the assigned seat throughout the trip.
3. Good behavior is required. Unnecessary confusion diverts the driver's attention and could result in a serious accident.
4. Hands and heads must remain inside the bus at all times. Items are not to be thrown out of the bus window.
5. Care must be taken in approaching the place where the bus stops. Riders are not to move toward the bus until it has come to a complete stop. Safety rules must be followed when getting on and off the bus.
6. Students must not bring items on the bus which might injure or harm other students.
7. The use of tobacco, alcohol and drugs is prohibited on all buses transporting students to and from school, including school-authorized trips.
8. Student must board and depart at assigned bus stops.

### ***Bus Audio and Video Recordings***

The District uses both a visual and audio recording of the interior of a school bus when transportation is provided for any school related activity. The District and law enforcement personnel will only use the recordings for disciplinary situations. Recordings will not be available for use or viewing by the general public to assure the privacy of your student. A special decal has been placed on the exterior and interior of all school busses notifying students of these recordings.

### **Student Rights in Disciplinary Procedures**

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:

***In-School Suspension:*** Parental notification and due process will be given. During the period of in-school suspension, students will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is expected to complete all assignments missed due to the suspension, including tests on a daily basis as required by the teacher.

### ***In School Suspension Rules:***

- No talking
- No sleeping or laying head down
- One restroom break in the morning or afternoon
- Administration will direct the students to lunch at the midpoint of the student's day. Lunch will be eaten in the in-school room
- The student is not to leave the room without office permission

- Failure to abide by these rules could mean extra time in the in-school room, or an out-of-school suspension

### ***Saturday Detention School***

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

### ***Out-of-School Suspension/Bus Suspension***

A student must be given the opportunity to present information on his/her own behalf prior to suspension. The suspension shall be reported immediately to the parents or guardians of each suspended student, the Superintendent, and the Transportation Director (in cases of Bus Suspension). The report to parents shall be made by letter through the U.S. Mail or by personal delivery. 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 present information on his/her behalf within 24 hours.

The suspension letter shall give full statement of the reasons for the suspension and notice to the parents or guardians or their right to review. All requests for review shall be made by the parent or guardian within five (5) days after receipt of notice of suspension and shall be made to the person ordering the suspension. The parent or guardian requesting the review shall appear and discuss the suspension with the hearing officer appointed by the Board. Thereafter, the hearing officer shall report to the Board or its designee, by written summary, the evidence heard at the meeting;

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. If the actions of the student present a serious or continued breach of discipline, a report shall be made to the Superintendent. The Superintendent shall review the history of the student's behavior and make appropriate recommendation to the building principal or Board for an education program.

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***

An expulsion shall take place 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, to discuss their child's behavior. At such meeting, the reasons for dismissal and the date on which the expulsion is to become effective shall be stated. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting, and the Board may take such action as it finds appropriate.

### ***Guidelines for Work Missed During 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 to avoid major gaps in the learning which occurs at school. In addition, keeping up with assignments during a suspension 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. Guidelines governing work missed during an out-of-school suspension are listed below in to major categories.

#### ***Daily Work, Homework and Quizzes***

It is the student's responsibility to get assignments, lecture notes, and other materials needed to keep up with work missed during an out-of-school suspension. A student should turn in daily work and homework to teachers after allowance of one makeup day for each day of suspension. Students will receive grades or credit for daily work, homework, or quizzes missed during an out-of-school suspension.

#### ***Research Papers, Major Projects and Major Tests***

Upon return to school from an out-of-school suspension, the student is responsible for turning in any 10 day or more projects or paper that were due during the suspension. Additional time may be granted for completion of 10 day or more projects in special circumstances and with permission granted by the building principal. Makeup times for tests, speeches, presentation,

and quizzes will be made at the teacher's convenience. Students who have been suspended out-of-school will not be granted additional preparation time regarding these types of assignments. Students will receive grades and credit for work made up in this category of assignments.

### ***Interrogations and Searches***

By law, School District Officials are authorized to conduct searches of lockers, school grounds and/or District-controlled property for illegal drugs (including searches conducted through the use of specially trained dogs), weapons, or any other item or instrument creating a safety concern (105 ILCS 5/10-22.6). Such searches may include student vehicles parked on District-owned or-controlled property. In addition, the School Board has authorized the Superintendent to request assistance from law enforcement officials.

## **BULLYING, HAZING, DISCRIMINATION, HARASSMENT AND REPORTING**

### ***Bullying Policy***

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

### ***Definition of Bullying - Definitions from the School Code (105 ILCS 5/27-23.7)***

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### ***Procedures for Dealing with Bullying Behavior***

All reports of bullying in North Mac Schools will be taken seriously and will be thoroughly investigated by building level administrators. The building administrator will notify the parent/guardian of both the victim and the perpetrator. The building principal or his/her designee will administer appropriate disciplinary action and consequences. Discipline needs to be "progressive" according to the frequency of incidents involved. Administrators shall have the discretion to recommend or require counseling services through the District or outside community agencies. Bullying forms are made available online and in the office. Victims of bullying are encouraged to fill out the forms and submit them to the building administrator.

### ***If You Are the Victim of Bullying***

- Clearly tell the "bully(ies)" to stop.
- Don't ignore the incident. Immediately report the incident to someone at school; seek help at school. Tell your parent(s).
- If the bullying continues after you have clearly told the bully(ies) to stop, make a written record of the incident including date, time, witness or witnesses and parties involved in the incident. Report the incident immediately to an adult who has authority over the bully(ies); for example: teacher, guidance counselor, assistant principal, or principal.
- Retaliation against the victim must not occur. Some examples of retaliation are: Attempting to discuss the matter in any way while it is under investigation, spreading rumors, following the person who reported the bullying, becoming physical in any way, destroying property, or using the telephone or any other electronic or written form of communication to retaliate in any way against the victim.
- Avoid being alone with the person(s) who have attempted to bully you in the past.
- In instances where a victim has filed a report of bullying behavior and also reports retaliation, consequences related to retaliation may be more severe than the consequences for the bullying. Administrators will make every effort to use appropriate consequences to eliminate bullying behavior and to eliminate retaliation against reporters of bullying behavior.

### ***Hazing Prohibited***

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. *Hazing* means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or
2. Expulsion for the remainder of the school term.

### **Procedures for Dealing with Hazing Behavior**

- The District will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

- The District encourages students who have been subjected to hazing to promptly report such incidents to the building principal.
- Students, administrators, coaches, sponsors, volunteers and District employees shall be alert to incidents of hazing and shall report such conduct to the building principal.
- The District shall annually inform students, parents, coaches, sponsors, volunteers and staff of this policy and that hazing is prohibited by means of the student handbook and verbal directives by coaches or sponsors.

***Nondiscrimination/Sexual Harassment/Grievance Procedure***

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religion or religious beliefs, creed, ancestry, physical or mental handicap or disability, status as homeless, sexual orientation, actual or potential marital or parental status, including pregnancy, or other protected group status. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education Policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance.

***Sex Equity***

No student shall, based on sex, 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 may file a sex equity complaint. A student may appeal the Board’s resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

***Administrative Implementation***

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and principals shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

***Harassment of Students Prohibited***

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student’s sex, color, race, religion or religious beliefs, creed, ancestry, national origin, physical or mental disability, sexual orientation, actual or potential marital or parental status, including pregnancy or other protected group status. The 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.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

***Sexual Harassment Prohibited***

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. 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 sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, principal, assistant principal, dean, 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. An allegation that one student was sexually harassed by another student shall be referred to the principal, assistant principal or dean for appropriate action.

### ***Uniform Grievance Procedure***

A student, parent, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

- Title II of the Americans with Disabilities Act;
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.;
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
- Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
- Curriculum, instructional materials, and/or programs;
- Victims' Economic Security and Safety Act, 820 ILCS 180;
- Illinois Equal Pay Act of 2003, 820 ILCS 112;
- Provision of services to homeless students; or
- Illinois Whistleblower Act, 740 ILCS 174/1 et seq.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate.

Nondiscrimination Coordinator  
Marica Cullen, Superintendent

Complaint Managers  
Rob Horn or Nancy Bitner, Principal

The nondiscrimination coordinator and complaint managers can be reached at: North Mac Schools, 525 N. Third Street, Girard, IL 62640, 217-627-2915.

### ***Student Abuse/Neglect Reporting***

School personnel are required under penalty of a statute of the State of Illinois to report to the Department of Children and Family Services (DCFS) any child's injury or condition which reasonably appears to be child abuse or neglect. Further, school authorities are required to cooperate with DCFS staff responsible for conducting investigations. District staff must comply with this requirement.

## **TECHNOLOGY POLICIES**

### ***Technology Use Policy***

The District provides computing resources to support the instructional and academic research activities of its student and staff. These resources are intended for the sole use of District employees and students, and include host computer systems, personal computers and work stations, communications networks, software, data files and other related technologies. The use of the Internet, network and related technologies shall be restricted to assigned work in connection with District instructional

programs. The District reserves the right to monitor its computing resources to protect the integrity of its computing systems and building facilities.

North Mac makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District assumes no responsibility or liability for any phone charge, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the user's negligence or errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its computer resources and/or services.

All communication and information accessible via the District computer systems shall be regarded as protected District property. However, people who operate and maintain the system may review files and messages to maintain system integrity and insure users are using the system responsibly. The following types of activities are examples of behavior that is unacceptable and/or unethical and shall constitute violations of District policy:

- Intentionally altering and/or damaging software, hardware, files, data or network configurations
- Accessing another individual or classroom account, private files, or e-mail without permission from the owner
- Accessing personal e-mail accounts and/or chat rooms (student e-mail access is limited to teacher-assigned District classroom accounts)
- Accessing, submitting, posting, publishing or displaying defamatory, inaccurate, obscene, profane, sexually oriented, threatening, racially offensive, harassing, illegal or personal information or material
- Without regard to the actual location, no web sites, web servers, file servers and/or web-enabled information shall be established and/or maintained using the name of the school, of any school-affiliated organization, of any school student or staff or with the use of any District equipment or materials without the activities are subject to frequent monitoring and any inappropriate usage will result in the closing of the activity and appropriate discipline as per the District guidelines
- Misrepresenting one's identity in electronic communications
- Distributing personal information in electronic communications
- Violating copyright, software and/or acceptable use policies and agreements
- Using computing and networking resources and/or other technologies to threaten or harass others
- Using computing or networking resources for commercial or profit-making services without written authorization from the Superintendent
- Disobeying system policies, procedures or protocol. The use of computers and networks, including the Internet, is a privilege, not a right and inappropriate use will result in a suspension/cancellation of those privileges in accordance with the severity of the offense and District discipline guidelines.

#### ***Internet Safety***

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following: Ensure staff supervision of student access to online electronic networks; Restrict student access to inappropriate matter as well as restricting access to harmful materials; Ensure student and staff privacy, safety, and security when using electronic communications; Restrict unauthorized access, including "hacking" and other unlawful activities; and Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

#### ***Authorization for Electronic Network Access***

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Students and staff are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Have good manners. Be polite.
- Always obey copyright laws.
- Never knowingly post or forward information that is not true.
- Ask for help when you need it.
- Do not reveal personal addresses or telephone numbers without permission.
- Do not use the network in any way that would disrupt its use by others.
- Treat people you meet on the Internet as if they were honored guests at your school.

Network security is a high priority. Security problems on the Internet must be reported to the teacher and/or school administrator. Any user identified as a security risk may be denied access to the network. North Mac has installed both a firewall and filtering system to our network. The filtering system is designed to avoid student access to inappropriate web sites. While the filtering system is not 100% fail proof, it is our attempt to control student access to inappropriate material.

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 or any hardware. This includes but is not limited to the uploading or creation of computer viruses.

### ***Electronic Device Policy***

Cellular telephones may be brought to District 34 schools by students. Phones should remain concealed and be turned off unless in use pursuant to this policy. Such phones may be used only in designated areas at designated times as determined by the principal, for appropriate purposes and in a non-disruptive, harmless, inoffensive manner. At no time may a student use an electronic device to photograph or videotape any other student(s) due to the privacy rights of individuals.

No other electronic devices are allowed during the school day except for educational purposes. Examples of prohibited devices include electronic pagers or other devices used for communication outside of school environment, digital cameras, Walkmans, or any other device deemed inappropriate by school administration. Any unapproved use of a cell phone or electronic device, which includes calling, texting, accessing social media, playing games, or receiving messages, during non-designated time, or when not under the supervision of a school official is prohibited. The following are guidelines for progressive discipline if the violation of this policy does not also involve more serious disciplinary infractions:

**First Violation:** Electronic device is confiscated to be returned at the end of the school day.

**Second Violation:** Electronic device is confiscated and shall be picked up by the parent with a conference.

**Third and Subsequent Violations:** Progressive Disciplinary Actions

### **Use of Electronic Study Aids**

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 administration. Electronic devices must be approved by the administration. The District is not responsible for the loss or theft of any electronic device brought to school.

## **SPECIAL EDUCATION**

### ***Access to Special Education***

The North Mac District, a member of the Sangamon Area Special Education Cooperative, is responsible for actively identifying, locating and evaluating all children with disabilities who reside within district boundaries. If it is determined that a child requires an evaluation for possible special education services, a referral for a case study evaluation will be initiated. An evaluation, conducted only with the cooperation and written permission of parents or guardian, is an evaluation of all areas which may contribute to a student's intellectual, social and emotional functioning. The evaluation could include:

- A consultation with parents
- An interview with the student
- A social developmental study
- An assessment of adaptive behavior and cultural background
- A review of medical history



- A vision and hearing screening
- Any specialized evaluations such as a psychological examination or speech/language evaluation
- Data collected via the problem-solving team process

If you believe your child is experiencing significant school problems which should be investigated, put your concerns in writing and share them with your child's principal.

***Procedural Safeguards Available to Parents of Children with Disabilities***

As the parent of a child who is receiving or may be eligible to receive special education services, you have certain rights which are safeguarded by state and federal statutes. A full explanation of these rights is available from your school district. Please contact your school district if you have any questions or wish additional clarification regarding your child's services or procedural safeguards or visit the ISBE website: [www.isbe.net/spec-ed/](http://www.isbe.net/spec-ed/) to view "A Parents' Guide: The Educational Rights of Students with Disabilities."

***Behavioral Intervention for Students with Disabilities***

It is the policy of the North Mac School District to comply with Illinois law and regulations on the use of behavioral interventions for students with disabilities who are receiving special education services. The 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 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.

**RECORDS**

***Record of Access***

Each school district shall keep a record of parties obtaining access to education records collected, maintained, or used (except access by parents and authorized employees of the district), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

***Challenge to Records***

Parents shall have the right to challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of i) academic grades of their child and ii) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. The District shall decide whether to amend the information in accordance with the request within 15 school days from the date of receipt of the request. If the District decides to refuse to amend the information in accordance with the request, it shall inform the parent of the refusal and advise the parent of his or her right to a hearing as set forth below.

The District shall, on request, provide an opportunity for a hearing to challenge information in education records. If, as a result of the hearing, it is decided that the information is inaccurate, misleading or otherwise in violation of the rights of the child, the District shall amend the information and so inform the parent in writing. If, as a result of the hearing, it is decided that the information is not inaccurate, misleading, or otherwise in violation of the rights of the child, the district shall inform the parent of the right to place in the records it maintains on the child a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the District. Any explanation placed in the records of the child must be maintained by the District as part of the records of the child as long as the record or contested portion is maintained by the District. If the records are disclosed by the District to any party, the explanation must also be disclosed.

***Transfer of Parental Rights***

At the age of 18, a child becomes an adult student. All parental rights discussed in this document will transfer to the adult student at the time, unless the District is notified otherwise. Parents have the right to receive required prior written notice and the school will provide these notices to both parent and student. On or before the child's 17th birthday, any IEP must include a statement that the parent and child were informed that these rights will transfer at the student's 18th birthday. Additionally,

parents will receive a Delegation of Rights to Make Education Decisions form. The adult student may decide to use this form to designate a parent or other individual to represent his/her educational interests upon his or her reaching the age of majority. This form must then be presented to the school district.

The Delegation of Rights form must identify the individual designated to represent the student's educational rights and include both the individual's signature as well as the student's signature (or authorization by other means, such as audio or video format compatible with his/her disability). The adult student may terminate the Delegation of Rights at any time and begin making his/her own educational decisions. The Delegation of Rights will remain in effect for one year after signing it and may be renewed annually. **The principal is the official records custodian for the school.**

### ***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 and middle school 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 state testing, 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 parent(s)/guardian(s) wish to review the 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 adult 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 (18) 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. Parent(s) or guardian(s) may request that such information not be released.

## **TRANSPORTATION**

### ***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. Parent(s) or guardian(s) 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. Parent(s)/guardian(s) 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:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. 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.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. No food or drink shall be consumed on the bus.
14. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
15. Be waiting at your bus stop on time.
16. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
17. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
18. Parents will be liable for any defacing or damage students do to the bus.
19. Observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least ten (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.
20. A student that is not normally transported by bus may do so with written permission from his/her parent(s) or guardian(s). 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.
21. No animals are allowed on buses.
22. No smoking or possession of tobacco products on the bus.

### ***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:

1. Students traveling on the bus to extracurricular 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 through prior approval from the principal. Parents must submit a written, signed and dated request.
2. Students involved in security or legal violations on such trips will be remanded to the custody of the appropriate security of law enforcement officer.

### ***Evacuation Drill***

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

### ***Parking***

Students who drive a car on campus must obtain a parking permit form to be signed by student and parent(s) or guardian(s), and the form must be returned to the high school office. Upon return of this completed form, a student parking permit will be issued and must be displayed properly. These rules apply to any vehicle which students drive to school. There is a student parking fee that must be paid to obtain a parking permit. A student may only park the vehicle registered under the

parking permit displayed. If a student changes vehicles, he/she must display their parking permit. Students who have improperly parked on school grounds during the school day without a parking permit or in an area other than the student parking lot are subject to being towed at the owner's expense. Students shall not move a vehicle or return to a vehicle during the school day once they have arrived at school unless permission from the principal or designee has been given. Students caught driving recklessly in the parking lot may be subject to disciplinary action. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

## **STUDENTS AND FAMILIES**

### ***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 (6) 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.

### ***Controversial Issues***

The presentation or discussion of controversial issues in the classroom shall be appropriate only if the topic is an integral part of the curriculum or subject area being taught and shall be on an informational basis. The issue must be appropriate for the social maturity and age of the students.

### ***English Language Learners***

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs. For questions related to this program or to express input in the school's English Language Learners program, contact the Superintendent at 217-627-2915.

### ***Homeless Child's Right to an Education***

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent(s) or guardian(s) of the homeless child has the option of either a) 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 b) 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.

Children and youth may be considered homeless if they are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (commonly referred to as "doubled up"); are living in motels, hotels, trailer parks, or in camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement or are displaced by a natural disaster (case by case basis); or have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. In addition, children and youth who are living in cars, parks, public spaces, abandoned

buildings, substandard housing, bus or train stations, or similar settings; and migratory children may qualify as homeless under federal and state law.

### ***Instructional Material***

A student's parent(s) or guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of the request.

### ***Objectionable Media Center Materials***

A procedure exists for challenging the appropriateness of media center materials used in schools. A Request for Reconsideration of Instructional Materials may be obtained from the building administrator. Steps will be taken to review the objection and respond to the complainant.

### ***Movable Soccer Goal Safety Act***

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of moveable soccer goals by requiring that they be properly anchored.

### ***Pesticide Application Notice***

The District maintains a registry of parent(s)/guardian(s) 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.

### ***Requests from Military or Institutions of Higher Learning***

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

### ***Restrictions on Publications***

#### **School-Sponsored Publications and Web Sites**

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

#### **Non-School Sponsored Publications Accessed or Distributed On-Campus**

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, and (2) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.).

Creating, distributing and/or accessing non-school sponsored publications shall 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 publication is endorsed by the School District.

Students are prohibited from creating, distributing and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

3. 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, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. 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.

Accessing or distributing “on-campus” includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

#### ***School Wellness Policy***

The District is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students’ beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life. Individual school procedures regarding nutritious meals, healthy snacks and wellness activities may be found on each school’s website.

#### ***Sex Education Instruction***

Students will not be required to take or participate in any class or course in comprehensive sex education if the parent(s) or guardian(s) submits a written objection. The parent(s) 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. Parent(s) or guardian(s) may examine the instructional materials to be used in any District sex education class or course.

#### ***Sex Offender and Violent Offender Community Notification Law***

State law requires that all school districts provide parent(s)/guardian(s) with information about sex offenders and violent offenders against youth.

1. The Illinois Sex Offender Registry is located on the Illinois State Police’s website at: <http://www.isp.state.il.us/sor/>.
2. The Illinois Statewide Child Murderer and Violent Offender against Youth Registry is on the Illinois State Police’s website at: <http://www.isp.state.il.us/cmvo/>.

#### ***Sex Offender Notification Law***

State law prohibits a convicted child sex offender from being present on school property when children under the age of eighteen (18) are present, except for 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 his/her child
- To participate in a conference in which evaluation and placement decisions may be made with respect to his/her child’s special education services
- To attend conferences to discuss issues concerning his/her 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 Four felony.

### ***Standardized Testing***

Students and parents/guardians should be aware that students will take standardized tests. Parent(s) or guardian(s) 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.

### ***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 eighteen (18). Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

### ***Student Property***

Every effort will be made to avoid damage, loss or theft of student property. Should damage, loss or theft occur, the District is not liable for replacement or related costs.

### ***Student Surveys***

Any request from a member of the public, another unit of government, a corporate entity and/or institution to conduct a survey among students will be denied except in circumstances where the Superintendent has determined that the results of such survey will advance the District's educational mission. Upon approval of any survey request, the requesting party and the District will comply with the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. Section 1232h. PPRA requires that no student shall be required to submit to a survey that reveals information about private matters without prior written parental consent. Parents/guardians must be given notice of their right to inspect any such approved survey before the survey is administered by or through a District school, and may opt out of participating in same.

### ***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:

- Political affiliations or beliefs of the student or the student's parent(s) or guardian(s).
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- 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(s) or guardian(s).
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
- Data collections and marketing activities involving the use or disclosure of students' social security numbers are not permitted.

### ***Teacher Qualifications***

Parent(s) or guardian(s) 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/or whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

### ***Title I Funding***

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

### Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

### ***Videotaping on School Property***

The District permits the use of video cameras on school buses and in the public areas of school buildings, grounds and other property by school district personnel, including but not limited to, hallways, stairwells, classrooms and other instructional areas, for the primary purpose of documenting disciplinary problems and vandalism on school buses and grounds, thereby reducing disciplinary problems and protecting school property. Video cameras will not be placed in restrooms, locker rooms, changing rooms or any other location prohibited by law.

## **ATHLETIC CODE**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, and cheerleading. 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, and extracurricular activities:

1. Eligibility for athletics is governed by the rules of the Illinois High School Association (IHSA) or Illinois Elementary School Association (IESA) 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.
2. Eligibility for athletes, cheerleaders, and managers will be checked every Thursday and extends from Monday through Saturday. All grades are accumulated per semester.
3. A student in the high school must have passed 5 (five) academic classes during a semester to be eligible for the entire subsequent semester. A student/athlete must be passing 5 (five) academic classes per week to retain his or her eligibility for the next week, including vacation days.
4. Eligibility for middle school athletes, cheerleaders, and manager will be checked every Thursday and extends from Monday through Saturday. Grades shall be cumulative for the school's grading period.
5. A student in the middle school must be passing all school subjects each week to retain his or her eligibility for the next week, including vacation days.
6. All athletes must have a current health physical (parent(s)/guardian(s) and student must sign), copy of birth certificate and signed waiver of insurance coverage or athletic insurance, all North Mac and IHSA athletic permission forms and athletic fees turned into the school office before they are allowed to participate in either practice or games.
7. 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. First Offense: The student will not be allowed to participate in any extra-curricular activity(ies) in which he/she may be involved for ten percent (10%) of the activities total contest.
2. Second 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 activity(ies) 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(ies) for the period equivalent to one hundred (100%) of the activity's total contest.
3. Third Offense: School administration will contact parent(s) or guardian(s) for conference as soon as possible. The students will be suspended from all sport participation for one calendar year.
4. Fourth 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 counseling assistance through the school counselor.

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

1. Insubordination.
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
3. Any behavior which disrupts the appropriate conduct of a school program
4. Hazing, bullying, or harassment of any kind
5. Use of profanity
6. Exhibition of bad sportsmanship

#### ***Disciplinary Actions for Violation of School Rules 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) or sponsor(s), 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. In case of contest suspension, 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(ies), 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(ies). The building level meeting may be appealed, in writing, within ten (10) days to the Superintendent for a Board of Education hearing. If student and/or parent(s)/ guardian(s) elect to appeal, the Board of Education will set a hearing date.

#### ***Extracurricular Activities Expectations and Practices***

1. Nonresident students will not be enrolled in the North Mac District during the term of any 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.
2. No player may practice for or appear in any competition for any interscholastic competition while medically excused (by doctor or administration) from P.E. class.
3. The coach will determine which absences are "excused" or "unexcused".
4. 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. Tournaments are an exception.
5. If an athlete receives an "unexcused absence" the following will apply:
  - a. First offense: athlete suspended one (1) game

- b. Second offense: athlete suspended from the next two (2) games
  - c. Third offense: athlete dismissed from the athletic team
6. 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).
  7. A pre-arranged doctor or dental appointment will be acceptable anytime during the school day.
  8. Detention hall takes precedence over all other activities such as athletics, dramatics, or outside employment. This also includes practice for sports or participating in any athletic competition/games.
  9. 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.
  10. Every team/squad member is required to ride the team bus to and from each game. Exceptions will be made only when the athlete rides home with the parent(s)/guardian(s) and direct contact and written authorization is made by the parent(s)/guardian(s) with the head coach. It should be noted that these exceptions should NOT become frequent, and the athletes should realize that riding the bus as a team is important to making a group of individuals into a cohesive team.
  11. 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 Schools 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.
  12. Any athlete guilty of hazing/bullying/harassment will be disciplined by the coach and the administration.
  13. 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 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.

***Distribution of Steroid 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.

***Student Athletic Concussions and Head Injuries***

A student athlete 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 athlete 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 athlete may not return to play or practice until the student athlete 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.

**SOCIAL SERVICES**

Macoupin Co. Mental Health Center Outpatient  
Counseling for Youth and Adults  
(Substance Abuse and Mental Health Services)  
Carlinville – 854-3166

DHS Family Community Resource Center in  
Macoupin County  
Carlinville – 854-3145

Department of Children and Family Services  
Abuse Hotline: 1-800-252-2873

Rape Information and Counseling Services (RICS)  
Springfield Hotline: 217-753-8081

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

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