

**Macomb Junior
High School
2021-2022**

**1525 S. Johnson
Macomb, IL 61455**

Principal: Ms. Dana Isackson isacksond@mcusd185.org

Main Office: (309) 833-2074

Fax Number: (309) 836-1034

HOME OF THE BOMBERS!!



Name: _____

Student #: _____ **Phone:** _____

MACOMB JR. HIGH FACULTY/STAFF DIRECTORY

2021-2022

Dana Isackson, Principal
Ed Fulkerson, Assistant Principal
Tera Twitchell, Assistant Principal, WCISEC Modular Program
Steve Horrell, Athletic Director
Denise Cremer, School Resource Officer
isacksond@mcusd185.org
Website: www.macomb185.org

FACULTY

Todd Anderson	P.E.
Brock Bainter	Social Studies
Jacy Biggs	Art/Health
Melanie Butcher	Choir/Exploratory
Jennifer Cooper	LA/Reading
Jordan Egler	Special Education
Montana Ewing	Special Education
Mairi Gough	Science
Kate Hall	RTI Specialist
Emily Henderson	Science
Emma Laird	Special Education
Carol Lock	Librarian
Art Martinez	Band/Exploratory
Doug Mattsey	Music/Exploratory
Chris Meier	Social Studies/P.E.
Diane Meline	LA/Reading
Rebecca Melvin	Math/Science
Britni Pascoe	LA/Reading
Brandi Patton	Math/Exploratory
Wendy Royer	P.E.
Angie Schauble	Counselor
Stephanie Seaver	Special Education
Kaity Spangler	Exploratory
Julie Stufflebeam	Math
Gretchen Weiss	Special Education
	LA/Reading
	Social Studies

OFFICE STAFF

Maribeth Carle	Athletic Secretary
Rita Dorethy	Jr. High Principal
	Secretary
Sue Ferguson	Records
	Coordinator
Robin Hadsall	HS Guidance
Amy Howe	Sr. High Principal
	Secretary
Teresa Kindhart	Receptionist
Megan Dildine	Attendance

CUSTODIANS

Gary Guarin	Custodial Div Mgr
Robert Babcock	John Simpson
Joe Jacobs	Tim Sitzes
Fred Nartey	Blain Smith
Annie Noe	Molly Smith

KITCHEN

Kathy Brooks
Director, ARA
837-2335

INFIRMARY

Kayce Fuhrman
Nurse
Tania Coker
Health Care
Assistant

TECHNOLOGY DEPT.

Cory Bice
Robyn Kilburn
Tim Suter

Email all staff using their address:
(last name)(first initial)@mcusd185.org

TABLE OF CONTENTS

		Pre-Arranged Absence	14
Mission Statement	5	School Related Absence	14
General Fees	5	Sick at School	14
Calendar	6	Make-up Work	15
Daily Schedule	7	Home & Hospital Instruction	15
SECTION I –Introduction			
Philosophy	8		
Emergency Information	8		
Report Cards	8		
High School Credit	9		
Parent/Teacher Conferences	9		
School Visitation Rights	9		
Program Related Intervention	9		
Board Policies	9		
		SECTION IV – Discipline	
SECTION II – General Information		Book Bags, Backpacks, Carriers	15
7 th Grade Orientation	9	Behavior Monitoring Plan	15
Extra Curricular Activities	10	Modifications for I. E. P. Students	16
Extra Curricular Eligibility Policy	10	Discipline of Students w/ Disabilities	16
Insurance	10	In-School Suspension	16
Citizenship	10	Out- of – School Suspension	17
Discipline Referrals	11	Detentions	17
Physicals and Eligibility	11	Unprepared for class	17
Guidance and Counseling	11	Fighting	17
Parents	12	Weapons	17
Family Access	12	Threats	18
Accommodating Indv. w/ Disabilities	12	Weapons/ Threats Students Responsibility	18
Animals on School Property	12	Harassment/Cyberbullying	18
Pesticide Application Notice	12	Sexual Harassment/Sexting	18
Questionnaires and Surveys	13	Admittance of Unauthorized Individuals	19
		Notification on Social Networking	19
SECTION III – Attendance & Truancy		Students Expectations During Incident	19
Attendance & Truancy	13	Discipline Records	19
Tardies	14	Convicted Child Sex Offender	19
		SECTION V – Administrative Procedures	
		Driver Ed	19
		Equality	20
		Homeless Child’s Right to Education	20
		Sex Education Instruction	20
		English Language Learners	20
		Request from Military or Colleges	21
		Teacher Qualifications	21

Mandated Reporters	21	Hall Passes	25
Dress and Appearance	21	Hall Conduct	25
Bring Your Own Technology	22	Visitors	25
Video Cameras/Other	22	School Volunteers	25
Image Recording Devices		Closed Campus Policy	25
Cell Phones/Camera Phone/ Electronic Paging	22	Leaving the School Grounds	25
Fund Raisers	23	Surveillance Cameras	26
Grievance	23	Lockers/Search & Seizure	26
Vision Screening Services	23	Safety Drill Procedures and Conduct	26
Medication	23	Fines	26
Communicable Diseases	24	School Cancellation	26
Head Lice	24	Personal Property	27
Public Displays of Affection	24	Bicycles, Boards, & Blades	27
			3
Student Records	27		
Telephones	28		
Vending Machines	28		
Posters	28		
Internet Access	28		
Computers	28		
Bus Pass	28		

SECTION VI – TRANSPORTATION

Bus Rules	28
Violations	28
Procedures/ Bus Drivers	29
Procedures/ Principals	29
Operational Services	30
6:140	31
7:140E	32
7:180-AP1	33
7:180-AP1, E4	34
7:180-AP1, E5	35
7:185	37
PBIS	39

DISTRICT
Mission Statement

“Preparing Students For Success”

MACOMB JUNIOR HIGH SCHOOL
Mission Statement

The Mission of Macomb Jr. High School is to provide a challenging educational experience for each student in a safe environment which promotes acceptance, respect and responsibility.

MACOMB JUNIOR HIGH SCHOOL
CORE BELIEF STATEMENTS

We Believe:

- That learning best occurs when each student is active in a positive and academically challenging environment.
- Everyone should respect and appreciate the diversity of all people.
- A complete educational program develops the intellectual, Lifelong learning should be encouraged and recognized.

creative, social, emotional and physical potential of each student.

- Students should develop the skills to become productive and responsible citizens.
- Staff, parents and community have a shared responsibility to provide learning opportunities that meet the needs of each student.

GENERAL FEES

Registration Fee	\$120.00
Lock Fee (2- locks @ \$5.00)	\$10.00
Book Rental	\$80.00
Yearbook (optional)	\$30.00
Athletic Physicals	\$10.00
Band Instrument Rental	\$80.00
Participation Fees	\$40.00
(\$120.00 maximum per student)	

Additional Textbook Fees/ as assessed

2021-2022 SCHOOL CALENDAR DATES

Monday, August 16	Teacher’s Institute
Tuesday, August 17	Teacher’s Institute
Wednesday, August 18	Teacher’s Institute
Thursday, August 19	First Pupil Attendance Day (Full Day Attendance)
TBA	Back to School Night
Monday, September 6	Labor Day - NO SCHOOL
Wednesday, September 15	Half Day In-Person Attendance a.m. – S.I.P. p.m.
Friday, October 8	Half Day Remote Attendance a.m. – S.I.P. p.m.
Monday, October 11	Columbus Day- NO SCHOOL
Friday, October 22	End of 1 st Quarter
Wednesday, October 27	Parent/Teacher Conferences - 5:30 – 8:00 P.M.
Thursday, October 28	Parent/Teacher Conferences - NO SCHOOL
Friday, October 29	Parent/Teacher Conferences - NO SCHOOL
Friday, November 12	Teacher’s Institute- NO STUDENT ATTENDANCE
Wednesday, November 24	NO SCHOOL
Thursday, November 25	HOLIDAY - Thanksgiving - NO SCHOOL
Friday, November 26	NO SCHOOL
Wednesday, December 8	Half Day Remote Attendance a.m. – S.I.P. p.m.
Monday, Dec 20 – Friday, Dec 31	Winter Vacation- NO SCHOOL
Monday, January 3	School Resumes for Students
Friday, January 14	End of 1st Semester
Monday, January 17	HOLIDAY - M.L. King’s B’day - NO SCHOOL

Wednesday, January 19	Half Day Remote Attendance a.m. – S.I.P. p.m.
Wednesday, February 16	Half Day Remote Attendance a.m. – S.I.P. p.m.
Monday, February 21	HOLIDAY - President's Day - NO SCHOOL
Monday, March 14 - Friday, March 18	Spring Vacation- NO SCHOOL
Wednesday, March 23	Half Day Remote Attendance a.m. – S.I.P. p.m.
Friday, March 25	End of 3rd Quarter
Friday, April 15	Spring Break- No School
Monday, April 18	Spring Break- No School
Wednesday, April 20	Half Day Remote Attendance a.m. – S.I.P. p.m.
Wednesday, May 18	Half Day Remote Attendance a.m. – S.I.P. p.m.
Thursday, May 26	Last Day of School
Monday, May 30	HOLIDAY - Memorial Day - NO SCHOOL

2021-2022 DAILY SCHEDULE

7th & 8th Grade

Announcements .. 8:00 - 8:05 a.m.

1st HOUR.....8:00-8:43

2nd HOUR..... 8:46-9:29

3rd HOUR.....9:32-10:15

4th HOUR..... 10:18-11:01

5th LUNCH..... 11:04-11:39

ADVISORY.... 11:42-11:57

6th HOUR.....12:00-12:42

7th HOUR.....12:45-1:27

8th HOUR.....1:30-2:12

9th HOUR..... 2:15-3:00

INTRODUCTION

2021-2022 HANDBOOK

Welcome students and parents to Macomb Junior High School, the home of the BOMBERS. This handbook has been prepared to keep you informed. Please take this handbook home and read it. As you participate in school life at MJHS, this handbook will serve as an important guide. Our hope is for all students to become involved in school activities. We believe that the more involved you are, the better prepared you are for the years following graduation. We want each student to expand their talents.

PHILOSOPHY

We believe Macomb Junior High School (MJHS) shares a partnership with the community in educating its students. Quality education for all youth should be provided. Our goal is to prepare each student to seek jobs, consider careers, pursue higher education and be responsible citizens. Each school is available to the community for a free exchange of ideas. With the community's support, the goals of the school program and maintenance of school buildings can be achieved. If problems in the community involve students, the school should be one forum for addressing those problems. The relationships among all involved in the educational process—students, parents, teachers, administrators and community members—should be open, positive, cooperative, mutually respectful and supportive.

EMERGENCY INFORMATION

Parents PLEASE notify the office of address, e-mail, home, cell and alternative phone numbers that can be used in an emergency. Contacting parents is essential.

ACADEMICS REPORT CARDS

Report cards are available on our web-based service (Family Access). Letter grades are used to report pupil progress. The Jr. High Grading Scale:

A - 92-100 Excellent B - 82-91 Above Average
C - 72-81 Average D- 62-71 Below Average
F - 61 & Below Failing I- Incomplete

Citizenship Grading Scale: Satisfactory Behavior (3)
Behavior Needs Improvement (2)
Unsatisfactory Behavior (1)

Citizenship grades impact eligibility. Two "Behavior Needs Improvement's or one "Unsatisfactory Behavior" in citizenship will make the student ineligible for the Honor Roll and ineligible for extracurricular activities. We recommend parents and teachers discuss ways to redirect behavior.

Students work daily to achieve the objectives of each class. Recognizing their achievements is important. An Awards Program is held to recognize students on their achievements.

Students and parents should report any missing or wrong information on the student's Report Card by calling the office or school counseling office.

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Standards

Achievements tests, the Iowa Test of Basic skills, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. A student failing two academic classes on will be retained.

HIGH SCHOOL CREDIT

A high school course taken by a Macomb Junior High (MJH) student, in (MJH) junior high classes counts as Macomb High School (MHS) credit and will be on your student's (MHS) high school transcript. The grade counts toward Macomb High School class rank and GPA. However, it does not count towards the (MHS) Math graduation requirement. MHS receives Semester 1 and Semester 2 Geometry grades from MJHS. MJH recalculates the MHS grade to include the semester exams that were taken in 8th grade but were not calculated into the MJH grade. If a (MJH) student with a final 8th Grade grade of C- or below in Geometry at MJHS wishes to retake Geometry at MHS his/her parents/guardians must notify the MJH and MHS principals no later than (5) school days after the last day of attendance. The MJH students do not qualify for the MHS attendance incentive waiver.

PARENT/TEACHER CONFERENCES

Parents are welcome to confer with teachers at any time during the year. Messages or questions may be left on the teachers' voice mail or email: (last name)(first initial)@mcusd185.org. Ideal times for conferences are at teaming time or before/after school. Team leaders can set up conferences during teaming time throughout the school year. Parent/teacher conference will be held October 23 – October 25, 2019. Scheduling for these conferences will begin on October 8 (9:00 a.m. – 2:00 p.m.) by calling the Jr. High office at 833-2074.

SCHOOL VISITATION RIGHTS

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

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

PROGRAM RELATED INTERVENTION GRADE LEVEL TEAM

In an effort to help ensure the safe and healthy development of our MJHS students, a Grade Level Team has been established with the following mission:

- * Identify issues with which our young people may be struggling and foster an awareness of these issues among our school community.
- * Identify students struggling with adolescent issues as may be evidenced by observable problems with academics, behavior, health or attendance.
- Devise a confidential plan by which the identified student can be made aware of school, family or community resources designed to provide specific services.
- Maintain ongoing contact in order to monitor student's progress and recommend revisions in action plans where appropriate.

BOARD POLICIES

Board Policies are available for your review upon request at the MJSHS Main Office and Administrative Service Center. Please allow 24 hours advance notice when making a request. Board Policies are available on the District website also.

GENERAL INFORMATION

7TH GRADE ORIENTATION

An orientation is held in the spring and fall for new MJH 7th graders. The orientation in the spring introduces some of the expectations and changes that occur transitioning to the Jr. High. The orientation in the fall (August) allows new 7th graders to pick up their schedules, locker #s

and combinations and tour the building. Both orientations target providing support for the young adolescents and their family as they move to the MJSHS building and Jr. High program.

EXTRACURRICULAR ACTIVITIES

Sports*

Boys/Girls Cross Country Boys Football
Boys/Girls Basketball Boys Wrestling
Boys/Girls Track Girls Volleyball
Cheerleading

*Requires paid activity fee, annual physical, proof of insurance, signed parent consent slip and attendance at a mandatory parent meeting.

Student Activities*

School Play/Musical Yearbook
Newspaper Jazz Band
Swing Choir Science Olympiad
Scholastic Bowl

*activity fee required

STUDENT COUNCIL

Student Council is organized to represent the student body. They coordinate events and activities for the benefit of MJH students.

DANCES/PARTIES

Only MJH students are invited to attend MJH dances or parties. Dress for **ALL** dances is casual. Spaghetti straps, strapless dresses are not allowed. A good guide... if you can wear it to school, you can wear it to a dance.

**Extracurricular Conduct Code
for Participants and Spectators**

Please consult Board Policy #840.02 for specific behavioral expectations at extracurricular events.

**JR. HIGH EXTRACURRICULAR
ELIGIBILITY POLICY**

FOOTBALL

Any football participant receiving a discipline referral will miss one quarter/ rotation for every referral. Three referrals result in one game suspension. Six referrals result in dismissal from the team.

BASKETBALL

Any basketball participant receiving a discipline referral will miss one quarter/ rotation for every referral. Four referrals result in one game suspension. Eight referrals result in dismissal from the team.

VOLLEYBALL

Any volleyball participant receiving a discipline referral will miss one quarter/ rotation for every referral. Four referrals result in one match suspension. Eight referrals result in dismissal from the team.

WRESTLING

Any wrestling participant receiving a discipline referral will be advised of consequences determined by the coach/ sponsor. Three referrals result in one match suspension. Six referrals result in dismissal from the team.

CROSS COUNTRY/TRACK

Any cross country/track participant receiving a discipline referral will be advised of consequences determined by the coach/sponsor. Three referrals result in one match suspension. Six referrals result in dismissal from the team.

CHEERLEADERS

Any cheerleaders receiving a discipline referral will miss one quarter/ rotation for every referral. Four referrals result in one game

suspension. Eight referrals result in dismissal from the team.

OTHER EXTRACURRICULAR ACTIVITIES

Any participant receiving a discipline referral will consult with the sponsor of that activity. Six referrals result in dismissal from the activity.

INSURANCE

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

CITIZENSHIP

If a student receives one “Unsatisfactory Behavior”(1) in one subject area or two Behavior Needs Improvement” (2) in Citizenship in two different subject areas, the student will be ineligible for a minimum of one week (Sun. – Sat.) or until Citizenship improves. Practice and attendance at home activities will be at the coach/ sponsor’s discretion. The student may not travel with the team to away games while ineligible.

DISCIPLINE REFERRALS

Discipline referrals that impact eligibility will begin the week following the referral (Sun. – Sat.) This includes detentions and bus disciplinary reports. When a student is ineligible, they must attend practice unless the coach/sponsor determine otherwise. Ineligible students must attend home games in street clothes, but may not travel with the team to away games. If a student is no longer participating in an extracurricular activity due to disciplinary action, the activity fee will not be refunded.

If an activity does not allow the student to complete a suspension (1st, 2nd, or 3rd offense, depending upon the infraction), the suspension

would carry over to the next activity in which the student participates (sports to sport, club to club, etc.). The suspension would start on the date of the first contest/performance. The student will be expected to participate in all scheduled practices/meetings and attend all events during the suspension. A suspension that begins in Jr. High and cannot be completed at the Jr. High must be completed at Macomb High School; however, once that suspension has ended, the student will start with a new athletic/extracurricular disciplinary record.

PHYSICALS AND ELIGIBILITY

Students are required to have an up to date physical to participate in extracurricular activities that require physical exercise. Copies of the physicals must be on file in the school office prior to participation. Physicals for extracurricular activities are good for one year.

Eligibility is checked weekly. At mid term and the end of each quarter, the mid term grade and the quarter grade will be used to determine eligibility for the following week. Students must be passing all course work in each subject and cannot receive one “Unsatisfactory Behavior” (1) in one subject area or two “Behavior Needs Improvement” (2) in two different subject areas to remain eligible. Prior to participating in any activity, a student must have all equipment from the previous activities turned in or paid for.

If a student activity fee is required, the fee must be paid before the activity begins. A student receiving an unexcused absence for any portion of a day may not participate that evening.

Any student who is absent due to illness or injury after 11 o'clock will not be allowed to participate that day or evening. If a student is truant from school the day before a weekend activity or a holiday activity, then the student

may not participate in activities during that weekend or that holiday.

If a student serves an In-School or an Out of School suspension the day of an extracurricular event(s), the student may not participate in any activities that day.

Students that are ineligible to participate in an activity or athletic event will not be dismissed before the end of a school attendance day to accompany their group or team to an extracurricular event. Students ineligible for early dismissal will not be required to attend an activity or event for which they do not have District transportation.

Please consult Macomb School District #185 Athletic and Extracurricular Policies (#7:240) & (#7:300) for further rules and responsibilities.

GUIDANCE AND COUNSELING

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

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

There may be instances when a service that a student needs is above the scope of what a

student can obtain in the school setting. The counselor will do his/her best to provide information to parents/guardians about local social services available. The overall objective is to help students develop meaningful, responsible, and productive lives.

PARENTS

MJH teachers, administrators or staff will help you in any way. Communication between parents and school is a key. Call the school anytime from 7:30 am – 3:30 pm at 833-2074. School staff is available to address your concerns. *We must have an emergency contact and phone number on file. There are situations that arise where we must be able to reach an authorized adult.*

FAMILY ACCESS

Family Access is a free web-based information and communication center designed to provide parents and guardians access to their student's records via a secure internet connection. For security reasons, login information will not be given out by phone or email. This must be done in person at your student's school.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

ANIMALS ON SCHOOL PROPERTY

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

PESTICIDE APPLICATION NOTICE

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

Randy Smith
323 W. Washington Street
Macomb, IL 61455

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

QUESTIONNAIRES AND SURVEYS

Throughout the school year, MJH students may be asked to participate in federal, state and local questionnaires/ surveys that provide data for research projects. In each instance, the building principal reviews and approves instruments prior to their administration to MJH students. Only those instruments with valid educational purpose and guarantees of anonymity for the participants are approved. If you do not wish your son/daughter to participate in these activities, please notify the office **in writing**.

ATTENDANCE & TRUANCY

ATTENDANCE & TRUANCY

District #185 is obligated to be compliant with the laws of the State of IL as defined in the IL School Code regarding Attendance and Truancy. A copy of District Policy #7:70, Attendance and Truancy, is available to review in the Main Office upon request or on the District website. The following outlines Board Policy #7:70 as it relates to Attendance and Truancy:

Research has shown that attendance and academic performance are closely related. District #185 educational programs are built on the premise that regular attendance is vital to a student's success in school. Attendance rules and procedures are designed to develop students' self-discipline and responsibility to be punctual and in attendance.

Staff shall interpret rules and regulations relating to student attendance. Staff will assist the student to maintain punctuality and proper attendance.

The School Board supports the principle that local districts must assume responsibility for matters pertaining to student attendance. As defined in Board Policy #7:70, students qualifying as truants, those with valid cause, chronic or habitual truants and truant minors shall be considered for diagnostic services. Services to be considered include:

- Conferences with school personnel
- Counseling services
- Health evaluation
- Peer group/clinical evaluations
- Special education assessment
- Schedule/program changes considered
- Placement in an alternative program
- Referral to community agencies
- Home visits

In accordance with The School Code of Illinois, no punitive action, including out of

school suspensions, expulsions or court action shall be taken against a chronic truant for his or her truancy unless available support services have been provided to the student. If the District has exhausted all appropriate supportive services, and truancy continues, the school will contact the Hancock-McDonough County Regional Office of Education #26 in accordance with current procedures established by the McDonough County Truant Officer. Whoever has custody of a child in District #185 is obligated to have that child attend school wherein he/she resides. Parents shall provide at least one phone number for the purpose of notification of the child's unauthorized absence.

A student is considered a chronic truant if they have been truant from school 5% or more of the previous 180 school days and has failed to be remediated or has refused services offered to help correct the truancy problem.

If a child is absent from school any portion of the day, the parent/guardian must notify the school by 9:00 a.m. A parent may call the Attendance Office 7:30 a.m.-3:30 p.m. @ 833-2484 or the Junior High Office @ 8332074. If a child is absent and no notification from the parent has been made, a reasonable effort by the school to notify the parent will be made within 2 hours after the child's first class. If notification is given to a member of the household older than age 10, the school's obligation to notify the child's home regarding their absence has been met.

Even though the parents and school have been in verbal contact, a parental note is required on the next date of attendance.

The note should be submitted to the Attendance Office before the student begins classes. If 3 days pass and the absence is not clarified with a written note, then the absence remains on record as unexcused with grade and other consequences to follow. Pre-arranged absences, non-medically verified absences, etc are included in the 9 days. A physician's medical note to excuse an absence should be submitted to the Junior High Office

or High School Attendance Office on the next date of attendance. **If the medical note is not received within seven legal attendance days following an absence, the absence will not be designated an excused absence for medical reason.**

If a child is ill or there is an emergency, parents should notify the school at the time of the initial absence so the absence is considered excused. Otherwise the absence will be considered unexcused. If a student has an appointment during school hours the student needs to bring a signed note stating the time they are to be dismissed. The student needs to bring the note to the Junior High office before school starts and a pass to leave class will be written.

Any student who is absent due to illness or injury after 11 o'clock will not be allowed to participate that day or evening. If a student is truant from school the day before a weekend activity or a holiday activity, then the student may not participate in activities during that weekend or that holiday.

Tardy students should report to class if 10 minutes or less have passed. If more than 10 minutes have passed, a student must receive a pass, otherwise they shall be considered truant for the time missed. Students are considered tardy if they are not in their seat when the bell rings. **Work missed without an excuse will receive zero credit.** Work completed while the student is present, will be graded in a normal manner. On 3rd, 4th and 5th tardies, after school detentions will be issued. On the 6th tardy one week of restricted lunches will be issued. Detentions will be issued for tardies after the 6th one. Failure to serve detentions may lead to an in/out of school suspensions. Any tardy violation can be subject to administrative consequences. In the Jr. High, tardies start over after the first semester.

Valid reasons for being absent:

Administrators may excuse students for up to 9 days per year. "Pre-arranged absences, nonmedically verified absences, etc. are included in the 9 days. After the 9th excused

absences, all absences are unexcused with the exception of medically verified, religious holidays and death in the immediate family.

Pre-arranged absences that are approved allow student to complete assignments assigned the day they were absent. To prearrange an absence, a student must complete a Pre-arranged Absence (available in the office) at least 2 days in advance of the absence. All the student's teachers must sign this form in addition to the parent. **It is the student's responsibility to obtain** and/or complete (if required) any work prior to the prearranged absence. In the case of a test/quiz, the teacher may require the student to take it prior to the absence. **If students have used their nine excused days then the days will become unexcused days. Work can be completed but no grades will be allowed for any unexcused days.**

Additional days that are excused include:

- a) Medically verified
- b) Religious holidays
- c) Death in the immediate family.

Any other exceptions must be approved by the Jr. High Administrator. **Once the nine excused days have been used then the days will be unexcused. An unexcused absence will allow no credit for work completed.**

School related absences like a field trip is considered "present" for the school day. Make-up work must be turned in the day the student returns to class.

Written notification will be mailed after the 7th absence. Medical verification is then due on the 10th absence. Thank you for trying to make appointments outside school hours.

SICK AT SCHOOL

If a student becomes ill during the school day, he/she should get permission to report to the Infirmary. Permission from the school nurse or administrator in addition to the parent is

required for a student to leave school during the school day.

MAKE-UP WORK

Students will be allowed to make up work with credit for an excused absence. Work must be made up for classes or days missed within one day for one day missed or no more than two days for two days absence. When more than two days are missed, students should make arrangements with each teacher to complete make-up work in a reasonable amount of time. In those cases where a project or test has been announced a few days in advance, the student is expected to turn in the project or take the test on the day returned. It is the student's responsibility to obtain the missed assignments. Students who are truant cannot make up work for credit but may still be required to complete the assignments. Teachers may require students to obtain assignments and/or turn in work in advance for prearranged and school related absences. Students who are absent the day a major project or paper is due, may still be required by the teacher to turn in the work either in person, by proxy, or electronically depending on the teacher's preference. The teacher will provide his or her preference in writing to the students at the beginning of the course or prior to the assignments. Please use voice mail, e-mail and e-boards to request homework or to leave a message for a staff member. Homework request should be requested by 9:00 a.m.

HOME AND HOSPITAL INSTRUCTION

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in

writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

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

DISCIPLINE

BOOK BAGS/BACKPACKS/SPORTS BAGS/BRIEFCASES/ETC.

Students entering Macomb C.U.S.D #185 attendance centers on school attendance days must leave all book bags, backpacks, sports bags, briefcases, or other types of carriers in their lockers or designated areas. Excluded from this policy are totes/purses smaller than 8" x 10" x 4".

BEHAVIOR MONITORING PLAN

Level I

Behaviors which fall into this level include, but are not limited to: creating classroom disturbances, dishonesty, littering, tardiness, improper contact, leaving school property and cutting through adjoining property, wearing hats or other head apparel in the building during normal school hours.

Level II

Behaviors which fall into this level include, but are not limited to: unmodified level I acts of misconduct, disrespect/insubordination, forgery or the use of forged notes or excuses, cheating/plagiarizing/copying (results in a zero and a detention or other disciplinary consequences), gambling, loitering, misrepresentation; refusal to identify self; stealing (minor), truancy, possession or use of tobacco products including e-cigarettes in school or on school property, lighters in school and/or on school property, vandalism (minor), verbal or written abuse, disturbing class or study hall, failure to serve detention, failure to comply with a reasonable request, leaving class, building or grounds without permission, allowing unauthorized

person(s) into the school building, misuse of school pass, possession of any electronic communication device without prior administrative approval, unauthorized loading or use of software on any school computer, loitering on adjacent property, picture posting (minor), video posting, Twitter and Facebook.

Level III

Behaviors which fall into this level include, but are not limited to: Unmodified Level I & II acts of misconduct, extortion, fighting, trespassing on school property, vandalism, threatening/harassment/intimidating behavior, cyberbullying/sexting, bomb threats; stealing, possession, and/or sale of stolen property, possession or sale and/or use of weapons and/or look-a-likes, possession or sale or under influence of alcohol (Board Policy 7:190) on any school property, possession or using or selling illegal and/or controlled substances, including the use of medical marijuana to prohibited substances, inhalants or look-a-likes (Board Policy 7:190) on any school property or school function, setting false fire alarms or tampering with any safety equipment, setting fires, taking the property of another with or without force or violence, threats to others, gaining access or enabling another student to gain access to any data storage directory or device not assigned to the student gaining access, unauthorized, irresponsible or malicious use of school computers such that incurs any expense for repairs or services, other acts of misconduct which are seriously disruptive and/or which create a safety hazard to students, staff, and/or school property, picture posting (major), video posting, Tweet, Facebook

A. After 3 Level I incidences of a particular behavior, that behavior becomes Level II. After 3 Level II incidences of a particular behavior, that behavior becomes Level III. Certain Level III behaviors and gang behaviors (Addendum to Policy #7:190) may result in administrative recommendation to the Board of Education for expulsion.

B. Certain Level III behaviors and gang behaviors may result in recommendation to the Board of Education for placement at the McDonough County Learning Center Program or expulsion.

Modifications for I.E.P. Students:

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or

OUT-OF-SCHOOL SUSPENSIONS detention. If a student chooses to appeal a discipline referral, the appeal must be

1. Suspensions and expulsions are in effect completed in writing within 3 school days 24 hours on the days designated for the from the date of the referral. Submit appeals suspension and expulsion. Students are not to to administration. be on school property during their suspension.

Suspended students who are on school 4. Failure to serve an after-school detention property will be considered trespassers and will result in a second detention or an dealt with accordingly. in-school suspension. Failure to serve the second detention will result in an in-school

2. Students are suspended following a suspension of one or more days. All pending principal/student conference and parent disciplinary action must be completed prior to contact by phone or in person. A parent the last day of school. Detentions not served conference is scheduled prior to the student prior to the last day of school will be served returning to school. the first full day of the next school year.

3. Students suspended for **UNPREPARED FOR CLASS DRUGS/ALCOHOL** may come back to school after showing evidence of receiving Students who do not complete homework are counseling either through MDH or some to remain at school and complete it before outside agency. The police will be called if a going home the same day. A student is student has involvement with invited to make a phone call home to inform DRUGS/ALCOHOL. parents they did not complete an assignment and need to stay after school. If the child does

misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

IN-SCHOOL SUSPENSIONS

1. These are served under the direction of the school administration. Students are expected to arrive on time, work through-out the day, cooperate with the ISS and office staff, and be respectful.

2. ISS is for students who fail to live up to their responsibilities as school citizens. The student will be assigned one or more days of In-School Suspension (ISS). This day, or days must be satisfactorily completed before the student may resume their original schedule. Students will be in the ISS room all day and will eat their lunch in the ISS room.

3. Students assigned to an ISS are not allowed to have their cell phone, tablet, laptop, or other personal electronic devices. Failure to comply or cooperate will result in a more serious/disciplinary consequence.

4. Students with an out-of-school not stay after school, a detention is issued. suspension may make up any missed work. It After the 3rd offense for being unprepared for is the student's responsibility to ask the the same class, detention will be issued. teacher for his or her assignments and to Students receiving more than 4 detentions for submit the work according to the guidelines being unprepared for the same class will lose for make up work as specified on page 12. lunchroom privileges.

DETENTIONS

1. All detentions will be served after school Any assault, battery, aggressive or hostile Monday through Friday. Students must be in bodily contact or the active participation in the detention room by 3:10 p.m. or the any such event will result in a minimum of detention will not count as being served. three days of out of school suspension and Students must have school work with them may result in an arrest by law enforcement when they arrive at 3:10 p.m. in the Detention officers at the time of the incident and a Room. They may not go back to their lockers. referral for appropriate charges against the Students will be dismissed at 4:00 p.m. student by the State's Attorney's Office.

(Macomb Board Policy #7:190)

2. Acceptable behavior for a detention is to sit quietly in the room, complete school work **WEAPONS** and not be disruptive.

3. It is required that students sign the possession, sale or use of weapons or look-adetention slip, which acknowledges he/she likes at Macomb Junior High School, or at any received the detention. This does not mean contests/activities involving Macomb Junior they agree with the detention. Failure to sign a High students, is expressly prohibited. Any detention slip does not eliminate the students found to be in violation of this policy consequence and could result in another will be dealt with accordingly. Additionally, local and/or state police will be notified, and charges filed, when applicable.
- In accordance with Board Policy #7:190, the school, or any bus paid for in whole or part with public funds.

THREATS

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

WEAPONS/THREATS STUDENT RESPONSIBILITY

Any student who has knowledge of the presence of a weapon at Macomb Jr. /Sr. High School has a responsibility to notify an administrator, teacher, or staff member of the presence of such a weapon. Similarly, any student who knows of a student who has made threats or threatening statements toward students or school personnel must notify school officials of these threats. A license to carry a firearm does not permit an individual to carry a concealed firearm on or into any building, real property, and or parking area under the control of an elementary or secondary

HARASSMENT/CYBERBULLYING

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

SEXUAL HARASSMENT/SEXTING

It is a violation of State and Federal Law, as well as this District's discipline policy, for anyone to commit sexual harassment.

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

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

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

ADMITTANCE OF UNAUTHORIZED INDIVIDUALS INTO SCHOOL BUILDINGS

The act of knowingly and intentionally admitting or allowing an unauthorized person(s) into any

school building, without expressed permission from an authorized person, through any unopened door or unmonitored point of entry in a manner that breaches any method of established security is prohibited.

NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES

State law requires the district to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy. A copy of Board Policy 7:140-E (Exhibit Letter to Parents/Guardians Regarding the right to Privacy in the School Setting Act) is included near the end of this handbook

STUDENT EXPECTATIONS DURING AN INCIDENT

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

DISCIPLINE RECORDS

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

CONVICTED CHILD SEX OFFENDER

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

NOTE - Public Act 94-994 requires all schools to notify parents that information about area sex offenders and violent offenses against youths is available to the public. The following link will allow you to access that information:

<https://www.isp.state.il.us/sor/contactsor.cfm>

<https://www.isp.state.il.us/cmvo/cmvo.cfm>

ADMINISTRATIVE PROCEDURES

8TH GRADE--- DRIVER ED INFORMATION

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

will be scheduled into driver education by age (oldest first) if:

1. The student has passed at least eight academic classes the previous two semesters and four academic classes the semester prior to enrolling in a driver education course.
2. The student has not been truant more than one time for the two quarters prior to Driver Education.
3. The student has not been disciplined for more than a total of two Level I and II infractions for the two quarters prior to Driver Education.
4. The student has not been disciplined for any Level III infraction for the two quarters prior to Driver Education.
5. The attendance and behavior expectations must be maintained during enrollment in Driver Education courses.

EQUALITY

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

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

HOMELESS CHILD'S RIGHT TO EDUCATION

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

- (1) continuing the child's education in the school of origin for as long as the child remains

homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. (See Board Policy 6:140) Assistance and support for homeless families may be obtained by contacting the Regional Office of Education at 837-4821.

SEX EDUCATION INSTRUCTION

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

ENGLISH LANGUAGE LEARNERS

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

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

For questions related to this program or to express input in the school's English

Language Learners program, contact the Board Office at 833-4161.

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

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

TEACHER QUALIFICATIONS

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

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

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

MANDATED REPORTERS

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

DRESS AND APPEARANCE CODE

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

1. Footwear must be worn.
2. Articles of apparel displaying indecent patches, writing, pictures, or obscene or suggestive slogans are prohibited. *Some examples include but are not limited to the following:*
**Advertises drugs, tobacco, or alcohol (e.g. hemp, mushrooms, Camel cigarettes, Miller Beer)*
**Symbolizes gangs or Satan Worship*
Contains profanity, sexual innuendoes, or obscenity (e.g. Hooters, Sack Masters).
3. Sunglasses: there is no reason, other than medical, to wear sunglasses in the building with the present lighting system.

4. Examples of inappropriate clothing include but are not limited to the following: *tank tops, fishnet clothing, halter-tops, spaghetti strap tops, tube tops, tops worn off the shoulder, short shorts, and mini-skirt and wearing hoods or do rags.*
5. Pants/shorts must be worn above the buttocks.
6. Clothing that allows undergarments or excessive amounts of skin to be viewed is prohibited.
7. Hanging chains, spiked necklaces/bracelets are prohibited.
8. Coats, hats, caps, hoods and other outerwear are to be placed in the students' locker.

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

On special days with administrative approval, such as during spirit week, certain parts of the dress code (such as wearing hats in the building) may be waived.

A copy of Board Policy 7:160 R (Dress and Appearance code) can be accessed on the District website or at the Administrative office.

BRING YOUR OWN TECHNOLOGY (BYOT):

Macomb Jr. High students may bring electronic devices to class for the purposes of educational instruction. Use of devices is under the direction of classroom teachers or supervisors. Students are not allowed to use their electronics in the Main Office, the ISS Room, or the Detention Room. Our students are expected to cooperate with his/her administrators, classroom teachers, program assistants, secretaries, custodians, and bus driver. Failure to do so may result in a loss of privileges and/or disciplinary action. Devices are not for personal use unrelated to instruction during the school day. The only time devices may be used to play games and listen to music is during lunch. Devices should be turned off and not be in use during passing periods. If a student does not follow these guidelines, the device will be turned into the office. First offense, the student may pick up their device at the end of the school day. Second offense, a parent/guardian is required to pick up the device. Third offense, the device may not return to school, and a disciplinary consequence will follow.

VIDEO CAMERAS/OTHER IMAGE RECORDING DEVICES

No student shall use any video camera, recording device, personal digital assistance (PDA) or other devices that photographs and/or records images unless such equipment is used for an assignment supervised by a teacher or the student receives authorization from the building administrator or his or her designee. (See "CELL PHONES/CAMERA PHONE/ELECTRONIC PAGING/COMM. DEVICES") for policy regarding the possession and use of camera phones.)

CELL PHONES/CAMERA PHONE/BLUE TOOTH EARPIECES/ELECTRONIC PAGING/COMM. DEVICES

Cell phones/camera phones/bluetooth earpiece/electronic paging/comm. devices must not be visible or turned on during the school day. They must be kept out of sight

in areas such as a backpack, purse, or locker. They must be turned off during the regular school day. Student's electronic devices may not be used in any manner that causes disruption to the educational environment of our school or otherwise violates student conduct rules. Students that are in the office for a disciplinary issue or have been issued a detention or ISS are not allowed to use their electronic devices. Students are not allowed to have their devices in the Detention room or ISS room. Violations will result in school personnel confiscating the cell phone/camera phones/Bluetooth earpiece/electronic paging/comm and such other penalty as provided in the handbook or policy manual. **Playing cards and the use of CD players, boom boxes, gameboys, Nintendo DS, I-pods and other similar devices are also prohibited in all classes and study halls.**

1ST Offense: Student is warned and phone/camera phones/bluetooth earpiece/electronic paging/comm... is taken away and held in the office. Student may pick phone up at the end of the day.

2nd Offense: Students' phone/camera phones/bluetooth earpiece/electronic paging/comm are taken away. Parent is required to pick up phone.

3rd Offense or more, discipline consequences of Level II will be issued. If the problem continues, other disciplinary actions will result. Student may not bring phone back to school for the remainder of the school year.

Students may use cell phones after school.

FUND RAISERS

For the purposes of this policy, solicitation shall mean sale or request for pledges or funds secured on a door-to-door basis or in any method whereby the student makes contact for such solicitations on other than school property.

Student solicitation of the community shall be restricted to the junior and senior high schools. Approval for all fund drives shall rest with the Athletic/Activity Director. This policy does not cover sales or solicitation when directly related to the learning process. Newspaper ads, and Spiderweb yearbook ads are examples. Other exceptions would require approval of the Superintendent of Schools.

Students will be permitted through school-related organizations to solicit or sell to fellow students for the purpose of a moneymaking activity. All such requests shall have prior approval of the Athletic/Activity Director. Approval of the director shall be granted or denied partially on the frequency, cost and need of each organizational request. This policy covers, but is not limited to: Book Sales, Dances and the like. Any student soliciting funds without approval is subject to disciplinary action.

GRIEVANCE

Students who feel they have a grievance against any school employee may complete a student not in trouble form. This form is available in the Main Office. The correct chain of command is teacher, principal, superintendent, Board of Education.

VISION SCREENING SERVICES

Written notice will be given to parents before vision-screening services are provided to their child.

MEDICATION

All approved medication must be kept in the Infirmary.

Administering Medicines to Students

Parents have the primary responsibility for the administration of medication to their children. The School Board recognizes that when parents cannot or will not administer such medication to students during the school day and/or it is medically necessary to meet

the health needs of a student during normal school hours, school personnel will address such concerns. The School Board further recognizes that it has a duty to treat or obtain medical assistance to treat student medical emergencies, which occur during the school day or during school-sponsored activities.

The School Board hereby states its intention to comply with the laws of Illinois concerning the administration of student medication and treatment of student medical emergencies.

Administrative Procedures

1. A physician and parent/guardian must fill out, sign, and return a Medication Approval Form before medication will be administered by school personnel.
2. The parent/guardian is responsible for getting the medication to school in a container appropriately labeled by the pharmacy or physician.
3. All medication must be kept in the Infirmary. Documentation will be kept of the date, time, dosage, and signature of the person administering the medication or supervising the student in self-administration.
4. Parents are urged to schedule medication for their students during non-school hours when possible. For example, medication requiring administration three times a day can usually be given at home rather than during school time.
5. Parents may come to school in order to administer medication.
6. Non-prescription medication may be self-administered, but must be kept in the original container in the Infirmary and accompanied by a note from the parent or guardian specifying the dosage and the reason for its administration.

7. The School District retains the right to reject requests for administration of medication.

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

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

COMMUNICABLE DISEASES

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

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

HEAD LICE

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

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

PUBLIC DISPLAYS OF AFFECTION AND CONDUCT

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

It is a violation of school policy for junior high students to be with high school students during the school day unless authorized by administration.

HALL PASSES

Students should not be in the halls during class time, unless they are carrying a hall pass. Every student is given a student planner. In addition to

using it as a planner, it is also designed to be a hall pass. Students may not leave class without a planner. It should have a teacher's signature, time allotted and date listed.

Students in Study Hall may only leave Study Hall with written permission from the teacher who has specifically requested seeing the student and agrees to supervise him/her. Students who are leaving the building during class time need to obtain a pass from the Jr. High office. Students must sign out in the Attendance office before they leave the building. Students who are returning must sign in and obtain an admit to class.

HALL CONDUCT

To insure the safety of all students, we ask all students to be courteous to others by not running, not forming groups to block the hall, nor pushing or playing rough. Walk quietly without touching. During class time, no student should be in the hall without a hall pass from a teacher or administrator.

VISITORS

The school welcomes visitors. Visitors should report to the Main Office to sign in and receive a visitor's pass. Student visitors may only eat lunch with MJH students. They may not attend classes or dances.

SCHOOL VOLUNTEERS

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

For school-wide volunteer opportunities, please contact the building principal.

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

CLOSED CAMPUS POLICY

Macomb Junior High School operates a closed campus. This means the students are required to stay on campus at all times after arriving to school. **Students are not allowed to leave for lunch. The parent may join the student for lunch but the student is to stay on campus at all times.**

Macomb School District #185 uses family accounts in their Food Service Department. This means each family has one single account. Every child in your family will use this same account. You can send one payment and it is applied to the family account for all of your children to use. Contact Aramark staff @ 837-2335, Monday – Friday 8:00 a.m. – 3:30 p.m.

LEAVING THE SCHOOL GROUNDS

Before a student may leave school property, he/she must have a note or a call from a parent/guardian and permission from the office. Students must sign out in the Main Office before leaving. If the student returns, he/she must sign in the Main Office and obtain a pass to class. Students who leave the building without permission must return with a parent/guardian or they will be considered a trespasser. Failure to follow the above procedures will result in disciplinary action. Students must leave the building by 3:15 p.m., unless they are serving a detention or supervised by a school employee. Students are not allowed to remain at school unsupervised. They must leave the building by 3:15 p.m. Enrolling in the After School program is encouraged if students need to remain at school after 3:15 p.m.

SURVEILLANCE CAMERAS

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

LOCKERS/SEARCH & SEIZURE

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

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

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

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

Lockdown will not be proceeded by a warning.

Students

School authorities may search a student and/or the student's personal effects in the student's

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

Seizure of Property

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

SAFETY DRILL PROCEDURES AND CONDUCT

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

FINES

Fines will be assessed according to Board Policy.

SCHOOL CANCELLATION

The School District Web page will immediately post any cancellation information and send out automated texts and calls to your house/cell phone. See the web page “notify me” tab to sign up for this service.

Information will also be on local radio stations and TV stations KHQA (7) and WGEM (10). It is important to note, when there is no school due to inclement weather, the day will be an Academic Engagement Day. Students will complete activities during their day off and the day will count as an instructional day for purposes of attendance. Activities or assignment will be posted on each teacher’s eBoard or Team site or teachers may have provided a paper copy of the activity or assignment.

PERSONAL PROPERTY

Macomb Jr/Sr High School is not responsible for lost or stolen articles. Please check with the Main Office for the location of lost and found. Unclaimed items are disposed of at the end of each school year.

BICYCLES, BOARDS & BLADES

All bicycles should be parked in the designated area on the south side of the building. Bicycles should be placed in a rack and locked. The school does not assume responsibility or liability for damages or losses resulting from student use of a bicycle. Roller blades, skateboards, snowboards, scooters and other similar devices are NOT PERMITTED on school property.

STUDENT RECORDS

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

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

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

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

1. The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative

interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

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

TELEPHONES

School telephones are for school business. Students will be notified of emergency calls only. A telephone log will be kept. The Main Office closes at 4:00 p.m. Phone calls must be made with their coaches/ sponsors after 4:00 p.m. Students are encouraged to make plans with friends prior to coming to school. The office phone may not be used to make plans after school with friends.

VENDING MACHINES

Vending machines are not for Jr. High use during the school day.

POSTERS

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

INTERNET ACCESS

All use of the Internet access must be for the purpose of education or research and be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication.

The use of the District's Internet is a privilege, not a right. Privileges will be suspended for inappropriate use. The student is responsible for their actions and activities involving the network and are expected to abide by the generally accepted rules of network etiquette.

Students and parents/guardians must sign the Authorization for Internet Access form. This form is available and kept on file in the Main Office. Board Policy #6:235.

Students may not access e-mail, instant messenger, unauthorized downloads unless organized by a teacher for a class project. Students may not make on-line purchases.

COMPUTERS

Junior High students are not allowed to use the High School computer lab without a teacher. An adult must supervise Junior High students using any building computers.

BUS PASS

Bus passes will be written for a student to ride a different bus only with a signed parent request. A parent may not phone to make the request. We require a signed

parent request from the student riding a different bus. We will not issue a bus pass for any student from another building.

TRANSPORTATION BUS RULES

The Macomb Community Unit School District provides transportation services to students as required by the Illinois School Code. Students are assigned by the district's contracted carrier to bus stops and buses. Students are not required to walk more than 1.5 miles to any bus stop (less distances are permitted for those students who reside in hazardous areas identified by the Illinois Department of Transportation). Students and parents are reminded that bus riding is a privilege extended to the student and family and is not a legal right. Students may only ride a different bus if approved by the Principal. Bus riding privileges may be suspended for violations of established district rules and regulations and the contracted school bus service rules and regulations.. Pay-asyou-ride service may be available for students living less than 1.5 miles, see the principal for availability and cost.

VIOLATION CATEGORIES

TYPE A VIOLATIONS:

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

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

TYPE B VIOLATIONS:

DRIVERS WILL UTILIZE A PROGRESSIVE DISCIPLINE PROCEDURE WHICH COULD RESULT IN A BUS CONDUCT REPORT BEING FILED WITH THE PRINCIPAL.

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

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

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

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

PROCEDURES TO BE FOLLOWED BY BUILDING PRINCIPALS WHEN A BUS CONDUCT REPORT HAS BEEN FILED.

The building principal is not required to follow the district's progressive discipline procedures for Type A violations. Students in violations of Type A or a series of Type B violations are

FOURTH REFERRAL

The building principal will meet with the student and parent (a parent conference is required) to review the series of previous Bus Conduct Reports that have resulted in disciplinary actions and review the fourth rule/regulation violation. A ten-day suspension from the bus will be assigned. All due process will be afforded

subject to a suspension from the bus and may also be subject to an out-of-school suspension and/or a recommendation to the Board of Education for expulsion depending on the nature of the specific violation(s). District student discipline procedures and Board of Education policies are in force when a student is on the bus, on building grounds, in the building, or attending co-curricular activities.

FIRST REFERRAL

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

SECOND REFERRAL

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

THIRD REFERRAL

The building principal will meet with the student to review the Bus Conduct Report that have resulted in disciplinary actions and review the third rule/regulation violation. The parent will be contacted to insure that the parent has been made aware of the violation and disciplinary action. A three-day suspension from the bus will be assigned. All due process will be afforded to the student. A warning will be given to the student and parent that further violations will result in a ten-day suspension from the bus or the loss of bus riding privileges for the

remainder of the school term and other disciplinary action as required.

FIFTH REFERRAL

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

OPERATIONAL SERVICES

Administrative Procedure-School Bus Safety Rules
The building principal shall distribute the following rules to all students by including them in the Parent/Student Handbook. Those students not qualifying for school bus transportation to and from school should receive a copy because they may from time-to-time be transported to school activities by school bus.

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus. If you are late and the bus is departing, do not run after the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter and exit single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Changing seats is not allowed while the bus is in motion. Keep your hand, arms and head inside the bus.

5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the bus driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
7. Wait until the bus comes to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus cross arm. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.
11. Never cross between two parked busses.
12. Exit the front door of the bus only. Back and side emergency exits are for emergencies only.
13. Only authorized personnel are allowed to occupy the driving area.

INSTRUCTION

Education of Homeless Children

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

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special

attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

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

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

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

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

Macomb Community Unit School District No. 185

7:140-E
Page 1 of 1

STUDENTS

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

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

Dear Parent(s)/Guardian(s):

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

1. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a

social networking website. Examples of “social networking website” include Facebook, Instagram, Twitter, and ask.fm.

2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is reasonable suspicion about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Please contact the school if you have any questions.

Sincerely, Dana Isackson, Principal

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

STUDENTS

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

The strategic components for integrating an anti-bullying program into the District’s existing policies and procedures are listed below. Each component lists specific implementation steps along with resources and accompanying exhibits. The Superintendent or designee, at the District-level, or the Building Principal or designee, at the Building-level, is responsible for the integration of these components. Use the local conditions of the community and other available resources to determine the best implementation methods. At times, support from the School Violence Prevention Team

(see 4:170-AP7, Targeted School Violence Prevention Program) may be appropriate as bullying and threats of school violence often arise from the same behavior pattern(s), i.e., interpersonal aggression.

Preventing Bullying

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

School Bullying Prevention Task Force Report, Selection of School Climate Measures, p. 19 at www.isbe.state.il.us/sbptf/pdf/sbptf_report_030111.pdf.

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

Identifying Bullying

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

Investigating Reports of Bullying

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

Responding to Bullying

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

Adopted 12-16-13

Revised 03-18-19

Macomb Community Unit School District No. 185

7:180-AP1, E4

Page 1 of 1

STUDENTS

Exhibit - Memo to Parents/Guardians Regarding Bullying

Re: Bullying

Dear Parents/Guardians:

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

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

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

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

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

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

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

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

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

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

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

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

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

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

Sincerely, Dana Isackson, Principal

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

Macomb Community Unit School District No. 185

7:180-AP1, E5
Page 1 of 2

STUDENTS

Exhibit - Report Form for Bullying

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

Please print and check appropriate boxes.

Name: _____ Date: _____
 Student Parent Staff Other

Indicate here if you prefer to remain anonymous. Yes No

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

Date of incident: _____ Time of incident: _____

Person(s) being reported as targets of bullying:

Name: _____ Student Staff
 Name: _____ Student Staff
 Name: _____ Student Staff

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

Other _____ Name: Student Staff

 Other _____ Name: Student Staff
 _____ Staff Other
 Name: Student

Person(s) who witnessed the bullying:

Other _____ Name: Student Staff

 Other _____ Name: Student Staff
 _____ Staff Other
 Name: Student

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

- | | | |
|---|---|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Color | <input type="checkbox"/> Nationality |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Gender identity |
| <input type="checkbox"/> Age | <input type="checkbox"/> Gender-related expression | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Mental disability | <input type="checkbox"/> Religion | <input type="checkbox"/> Physical disability |
| <input type="checkbox"/> Marital status | <input type="checkbox"/> Order of protection status | <input type="checkbox"/> Homeless status |
| | <input type="checkbox"/> Parental status | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Associated with person/group with one or more of the above actual or perceived characteristics | | |
| <input type="checkbox"/> Other _____ | | |
| <input type="checkbox"/> I do not know. | | |

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

- Electronic devices (e.g., internet, social media platforms, text, email, cyberbullying, etc.)
- Written communication (e.g., handwritten notes, other written documents, email, etc.)
- Physical act or conduct (e.g., pushing, hitting, destruction of property, stalking, etc.)
- Verbal act or conduct (e.g., rumors, lies, name-calling, using derogatory slurs, etc.)
- Social (e.g., purposeful exclusion, causing psychological harm, etc.)
- Items depicting implied hatred or prejudice were worn, possessed or displayed

Other (please explain): _____

STUDENTS

Exhibit - Report Form for Bullying

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

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Locker room |
| <input type="checkbox"/> Hallway | <input type="checkbox"/> Extracurricular activity |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Bus |
| <input type="checkbox"/> Restroom | <input type="checkbox"/> Bus stop |
| <input type="checkbox"/> Gym | <input type="checkbox"/> School or related activity or event |
| <input type="checkbox"/> Other _____ | |

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

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

Signature: _____

Date: _____

STUDENTS

Exhibit - Memo to Parents/Guardians Regarding Teen Dating Violence

Re: Teen Dating Violence

Dear Parents/Guardians:

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

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

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

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

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

- Name-calling and put-downs. Does one individual in the relationship call the other person names? Does he or she use insults to put the other person down?
- Extreme Jealousy. Does one individual in the relationship act overly jealous when the other talks to peers? Does one person accuse the other of flirting even when it's innocent conversation?

- Making Excuses. Does one individual in the relationship make excuses for the other? Does he or she have to apologize for the other person's behavior?
 - Canceling or changing plans. Does one individual cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
 - Monitoring. Does one person call, text message, or check up on the other constantly? Does he or she demand to know the other person's plans or with whom the other person was with?
 - Uncontrolled Anger. Have you seen one individual lose his or her temper? Does he or she throw things – or break things – when angry? Does one person in the relationship worry a lot about upsetting the other?
 - Isolation. Has one individual in the relationship given up spending time with friends? Has that individual stopped doing activities that used to be important?
 - Dramatic Changes. Have either of the individuals in the relationship had appearance changes? Has he or she lost or gained weight? Have his or her grades dropped? Does he or she seem depressed?
 - Injuries. Does one person in the relationship have unexplained injuries, or does he or she give explanations that don't make sense? Quick Progression. Did the relationship get serious very quickly?
- These signs do not necessarily mean that your child is involved in teen dating violence, but, if present, talk to your child about teen dating violence.

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

www.cdc.gov/ViolencePrevention/intimatepartnerviolence/teen_dating_violence.html.

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

Sincerely,

Dana Isackson, Principal

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

PBIS: A General Overview

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system of expected behaviors at Macomb Junior High School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understanding of their role in the educational process.

Proactive Approach to School-Wide Discipline

Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

Behavioral Expectations are defined. A small number of clearly defined behavioral expectations are defined in positive, simple rules, the Code of Conduct:

Safety Organization Academics Respect

1. Behavioral Expectations are Defined. The behavioral expectations are taught to each student in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Specific behavioral examples are:

- **Safety** means acting in a mannerly fashion at all times and in all areas of the school.
- **Organization** means keeping books, lockers and materials in an orderly fashion as to be able to locate needed items.
- **Academics** means striving for success and believing it is possible by turning in assignments on the due date.
- **Respect** means treating people the way that you would like to be treated.

2. Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale or the rule is discussed, positive examples ("right way/good choice") are described and rehearsed, and negative examples ("wrong way/ bad choice") are described and modeled. Students are given an opportunity to practice the "right way/good choice" until they demonstrate fluent performance. We refer to these lessons as "Cool Tools".

3. Appropriate Behaviors are Acknowledged. Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. MJH has designed a formal system that

rewards positive behaviors. Bomber Bucks are immediate forms used by the individual teacher, at their discretion, as a tool of encouragement and a student motivator.

Bomber Bucks are used to encourage and reinforce positive behaviors demonstrated on a consistent basis. Teachers can award Bomber Bucks to students, whether they teach them or not. The Bomber Bucks can be used to shop for items; such as, school supplies and spirit items.

SOAR Card

As a part of the junior high school's developing PBIS program, students will receive a SOAR Card at the beginning of the school year. This card will enable students to participate in a variety of school-wide celebrations. It will also be considered as a first line of correction for a student if he or she becomes involved in troublesome actions. **A card can be taken away from a student with an administrator's approval.** The card may be purchased back with Bomber Bucks after a full academic week.

4. Behavioral Errors are Corrected Proactively. When students do not meet behavioral expectations, clear procedures are needed to teach them why their behavior was unacceptable. Students, teachers, and administrators all should be able to predict what will occur when behavior errors are identified. **Minor Infractions** are entered into Skyward to document and record incidents managed by teachers in the classroom. **Office Discipline Referral** forms are used to refer major incidents or chronic disruptions to the administration.

Teacher Managed Behavior/Major Infractions	Office Managed Behavior/Major Infractions
Class Disruptions including, but not limited to the examples below: <ul style="list-style-type: none"> - Disrespect to students (w/o using profanity) - Inappropriate language/minor profanity - Blur/talk outs, talking when instructed to listen - Non-compliance - Horse play - Going into off-limit areas of the classroom/hallways - Electronics out without permission 	<u>Blatant disrespect to peers or teachers</u> <u>Insubordination</u> <u>Profanity directed towards peers or teachers</u> <u>Harassment/Bullying (threats, physical, sexual, and/or emotional)</u> <u>Alcohol, tobacco firearms, drugs, their look-a like, gambling</u> <u>Chronic truancy/tardies</u> <u>Unsafe behavior-harmful to self/others</u> <u>Doing damage to the property of the school, a peer, or staff</u> <u>Fighting</u>
Late homework	More severe plagiarism/cheating
Unprepared (PE clothes, textbook, supplies, etc.)	Extreme disruptions
Food/Drinks in class or hall	Theft
Minor dress code violates	
Mild plagiarism/cheating	

*****After three of the same minor infractions are recorded (per class) a detention will be issued. This schedule of consequences is on a per quarter basis.**

5. Decisions about Behavior Management are Data Based. One of the most important features of PBIS is the use of data to make decisions. Skyward tracks what types of discipline incidents are

occurring, where, what time of the school day, and who is involved in them. Skyward eliminates guesswork from the decision making process about what is and is not working in a building's behavior management system. It allows decision makers to create reports that enable them to devote resources and time to the precise place, parts of the school day, and people that need them. Grade level teams will help determine the intervention needed.

PBIS Interventions

1. Morning Study Hall (Students with academic or behavior concerns)
2. Prescribed Study Hall (Students with academic or behavior concerns).
3. Check-In/Check-Out "CICO" (Students with academic or behavior concerns)
4. Lunch Study Hall (Students with academic or behavior concerns)
5. After School Homework Club (Students with academic concerns)
6. Delayed hallway passing (Students with behavior concerns)
7. Designated location for before school, during lunch, or after school (Students with behavior concerns)

