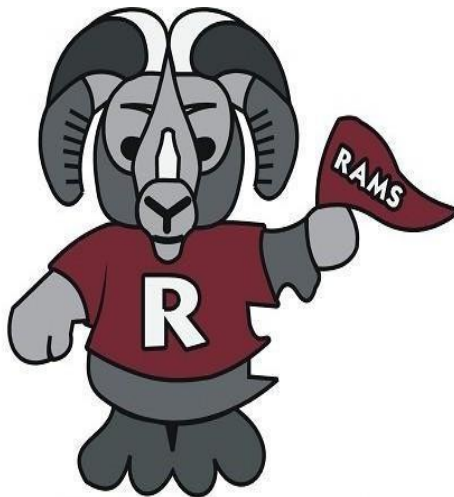


**2019/2020**

# **STUDENT/PARENT HANDBOOK**



**Richmond  
Grade School**

**5815 Broadway  
Richmond, IL 60071  
815-678-4717**

**[nippersinkdistrict2.org](http://nippersinkdistrict2.org)**

# **WELCOME TO NIPPERSINK SCHOOL DISTRICT 2**

## **Administration**

Dr. Tom Lind, Superintendent  
Ms. Lisa Kuhl, Principal  
Mrs. Denise Levendoski, Business Manager

## **Board of Education**

Mr. Bert Irslinger, President  
Mr. Pierre Langlois, Vice President  
Mr. Gary Kriz, Secretary  
Mrs. Marcy Garrison  
Mrs. Elke Kleisch  
Mrs. April Kyes  
Mrs. Liz Young

The Board of Education cordially invites citizens to attend the Board of Education Meetings which are scheduled to meet at 7 p.m. at the District Office on the fourth Wednesday of each month. Click here for meeting dates and times:

<http://www.nippersinkdistrict2.org/District/8505-Untitled.html>

This handbook contains the policies and procedures that have been authorized and approved by the Nippersink School District 2 Board of Education.

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## DIRECTORY

### **Nippersink School District 2**

Tom Lind, Superintendent  
Denise Levendoski, Business Manager  
District Office  
4213 US Highway 12  
Richmond, IL 60071  
Telephone: 815-678-4242  
Fax: 815-675-0413

<http://nippersinkdistrict2.org>

### **Nippersink Middle School**

Tim Molitor, Principal  
Desiree Richards, Associate Principal  
10006 Main Street  
Richmond, IL 60071  
Telephone: 815-678-7129  
Fax: 815-678-7210  
School colors: Royal Blue and White  
School Mascot: Shield

<http://nippersinkdistrict2.org>

### **Richmond Grade School**

Lisa Kuhl, Principal  
5815 Broadway  
Richmond, IL 60071  
Telephone: 815-678-4717  
Fax: 815-678-2279  
School Colors: Maroon and White  
School Mascot: Rams

<http://nippersinkdistrict2.org>

### **Spring Grove Elementary School**

Christopher Pittman, Principal  
2018 Main Street  
Spring Grove, IL 60081  
Telephone: 815-678-6750  
Fax: 815-678-6760  
School Colors: Green and White  
School Mascot: Eagles

<http://nippersinkdistrict2.org>

### **Richmond Burton Community High School**

Tom Lind, Superintendent  
Patrick Enright, Principal  
8311 N. Rt. 31  
Richmond, IL 60071  
Telephone: 815-678-4525  
Fax: 815-678-4324  
School Colors: Burgundy, Gold & White  
School Mascot: Rockets

### **Important Information**

#### **Richmond Burton Transportation:**

Marybeth Tibbs, Director  
Telephone: 815-678-2232

#### **Violence Hotline:**

800-477-0024

#### **McHenry County Crisis Line:**

800-892-8900

#### **School Closings:**

<http://www.emergencyclosings.com>

## 2019-2020 Staff

### Office

Ms. Lisa Kuhl, *Principal*  
Mrs. Tina Conaway, *Secretary*  
Mrs. Cristie Harr, *Secretary*  
Mrs. Kim Hunt, *Nurse*  
Mr. Ernie Covell, *Head Custodian*  
Mr. Jake Brodnan, *Technology*

### Kindergarten

Mrs. Amy Brewster  
Mrs. Amanda Edelman  
Mrs. Kristine Lacher  
Mrs. Jill Peterson  
Mrs. Jessica Bis, *Aide*  
Mrs. Julie Hessenthaler, *Aide*

### 1st Grade

Mrs. Lorie Brown  
Mrs. Lorie Schroeder  
Mrs. Cathy Theodore  
Mrs. Mavis Hillier, *Aide*

### 2nd Grade

Mrs. Jen Hamlin  
Ms. Colleen Koscielniak  
Ms. Jackie Morrison  
Mrs. Megan Weber  
Mrs. Lenoir Marks, *Aide*

### 3rd Grade

Mrs. Anne Bosma  
Mrs. Julie Brucker  
Mrs. Denise Morabito  
Mrs. Jan Ring  
Mrs. Angela Norton, *Aide*

### 4th Grade

Mrs. Denise Gossell  
Mrs. Christy Rietschel  
Mrs. Hillary Schlect  
Ms. Amy Treiber  
Ms. Kim Williams, *Aide*

### 5th Grade

Mrs. Kim Baker  
Mrs. Marianne Bojan  
Ms. Megahan Fleming  
Ms. Kim Williams, *Aide*

### Specials

Ms. Caity Barski, *Music*  
Mrs. Nicole Pizzo, *Enrichment*  
Mr. Andrew Pryor, *Band*  
Mr. Bill Ratts, *Art*  
Mrs. Katie Sembach, *PE*  
Mrs. Wendy Stacey, *Computers*  
Mrs. Pauline Walker, *Library*  
Mrs. Jodi Zaremba, *Spanish*  
Mrs. Sandy Okayama, *Library Aide*

### Support Staff

Mrs. Krystal Hoffman, *OT/PT*  
Ms. Val Schmidt, *OT/PT*  
Ms. Nikki Kargol, *Speech*  
Ms. Lori Kokaska, *Social Work*  
Mrs. Peggy Lemond, *Psychologist*  
Ms. Heather Adams, *Reading*  
Mrs. Caryn Marshall, *Reading*  
Mrs. Amy Domka, *Reading Recovery*  
Mrs. Amanda Monestero, *Resource*  
Mrs. Jill Moritz, *Resource*  
Mrs. Marcee Kelly, *Resource Aide*  
Ms. Christina Rennfeldt, *Resource Aide*

## NIPPERSINK SCHOOL DISTRICT 2 HANDBOOK GRADES K - 5

Dear Parents:

Thank you for taking the time and showing the interest to review this book. It contains valuable information about the programs and services we offer for your sons and/or daughters. We firmly believe that your active interest in our school will bring about a partnership between parent and school that will help our students succeed. Reviewing this booklet is a vital step in this process.

This handbook is designed to cover a variety of topics essential to the smooth and effective operation of our school system. In reviewing it, you will find the answers to most of the basic questions that you as a parent may have. We have tried to present the material in a clear and open manner.

Because we could never cover all questions or details of school life, we would like to invite you to feel free to contact school personnel with any concerns you may have. The best place to start is with your sons' or daughters' classroom teachers.

This handbook gives you advice on other personnel to contact regarding specific questions. When in doubt, the building secretaries are a great source of information and will be delighted to guide you to someone who can answer your questions.

We suggest that you begin the year by planning to attend the curriculum night at our school. There is no better way to understand our program, meet our staff, and begin the partnership that will help your children get the most out of our educational offerings.

The Richmond and Spring Grove communities have traditionally taken great pride in its school system. It is one that blends the latest in learning theory and technology with a personal, caring, and individualized approach to its educational programs. We are seeking to provide every student with a strong foundation in the basics while at the same time fostering the development of self-esteem, value formation, career awareness, and social responsibilities.

With your cooperation and partnership we can capitalize on our positive accomplishments and continue to improve our school system, providing the skills and experiences that all our sons and daughters need in today's competitive society.



## **VISION STATEMENT**

The vision of NSD2 is to provide all students meaningful opportunities, which foster positive character development and inspire a commitment to lifelong learning.

## **MISSION STATEMENT**

The mission of NSD2 is to foster academic growth, instill integrity, confidence, and civic responsibility while preparing all students for an ever-changing global society.

## **NIPPERSINK DISTRICT 2 LEARNING PRINCIPLES**

1. Nippersink District 2 believes we are a community of learners.
2. Nippersink District 2 believes that the learner's self-confidence, self-discovery, and creativity is enhanced when challenged at their individual level.
3. Nippersink District 2 believes that learning requires open communication between and amongst its community of learners.
4. Nippersink District 2 believes that learning must emotionally and socially engage the community of learners.
5. Nippersink District 2 believes that successful learning takes place through practice, meaningful connections, and direct experiences within the learning community.
6. Nippersink District 2 believes that meaningful learning is achieved through reflection.
7. Nippersink District 2 believes that learning is fostered in a safe climate of acceptance, trust, and mutual respect.
8. Nippersink District 2 believes that excitement for learning develops from exploration and experimentation.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

### **EQUAL EDUCATIONAL OPPORTUNITIES-GENDER EQUITY**

No student shall, on the basis of his or her gender, be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of the right, privilege, advantage, or opportunity. Inquiries should be made with the Building Principal.

### **EQUAL EDUCATIONAL OPPORTUNITIES-SEX EQUITY**

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

Any student may file a sex equity complaint by using Board Policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code.)

The Illinois Sex Equity Rules require that districts conduct a sex equity evaluation and at least every four years thereafter.

Both Title IX and the Illinois Sex Equity Rules require that schools accommodate to an equal degree the athletic interests and abilities of students of both sexes. It is further required that districts conduct a written assessment of student sports interest, the results of which are to be used in the design of comparable athletic programs.

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## **STUDENT HANDBOOK**

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents and guardians within 15 days of the beginning of the school year or a student's enrollment.

## **DAILY SCHEDULES**

### **OFFICE HOURS**

The school office is open from 7:30 a.m. to 4:30 p.m. each school day. Please feel free to leave a message on our telephone answering machine at any other time. The school's phone number is (815) 678-4717 and the fax machine is (815) 678-2279.

### **SCHOOL SCHEDULE**

8:15 AM	Students may be dropped off to wait in the vestibule
8:30 AM	Enter School
8:45 AM	Start Class
3:34 PM	Bus release

### **LUNCH SCHEDULE**

11:15-12:15	Kindergarten & 1st Grade
11:45-12:45	4th & 5th Grade
12:15-1:15	2nd & 3rd Grade

## **ATTENDANCE AND TRUANCY**

### **ATTENDANCE**

The educational program is built on the premise that regular attendance is vital to a student's success in school. Illness, family emergency, a death in the immediate family, or observance of a religious holiday may be approved by the principal as reasons for absences. The student who is frequently absent, however, misses class instruction, discussion, and social interaction. This is also true for students with excessive tardiness to class.

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### **LEAVING SCHOOL EARLY**

1. A parent or guardian must call the school to make arrangements for a student to check out early. ***This call should be made in advance whenever possible before 3:00 PM.***
2. All students checking out early must be picked up in the office, and the parent or guardian must sign the student out. If a Kindergarten through 1st Grade student leaves school before 10:45, they are considered absent all day. If a 2nd through 5th Grade student leaves school before 11:15 am, they are considered absent all day.
3. If the student returns to school, report to the office, sign your child back into school, and your child will be sent back to class.
4. If a student is leaving school with a parent or guardian instead of riding the bus, the school office is to be notified by a note or a phone call.

A Grade K-1 student must be in attendance 240 minutes to be considered a full day of attendance. A Grade 2-5 student must be in attendance for 300 minutes during the school day in order to be considered a full day of attendance. If a student is signed out after 2:30 it is considered a full day. If a student must leave for an appointment, it is considered a full day if he/she returns to school within 60 minutes of the sign out time.

### **REPORTING A STUDENT'S ABSENCE**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS[1], or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

***In the event of any absence, the student's parent/guardian is required to call the school at 815-678-4717 before 9:30 a.m. to explain the reason for the absence.*** If a call has not been made to the school by 9:30 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### **MAKE UP WORK**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

### **TARDINESS TO SCHOOL**

Students who come late to school cause unnecessary interruptions and waste the time of their classmates and teachers, as well as their own time.

1. If a student is not in his/her first period class at 8:45 A.M. the parent must sign the student in at the main office before he/she reports to any class. If the tardiness was not previously reported, the parent or guardian will be contacted.
2. Students will be given a tardy slip that will admit them to classes that day.
3. Excessive unexcused tardiness or failure to check in when the student is tardy will result in parent notification.

### **TRAVEL**

Due to individual family vacation schedules, we understand that it may not be possible to take vacations during the summer or during student vacation times. The school recognizes the values of travel and family time, but emphasizes there are some children who cannot afford to miss school. Parents are expected to consult the teacher and principal before withdrawing a child from school for a trip or vacation during the school year. When planned family absences do become necessary, contact the school one or two weeks in advance to make arrangements for work completion that the teacher(s) determine applicable.

Students are required to complete all missed work assigned by the teacher(s) during excused and unexcused absence situations. We must reemphasize that any absence from school is extremely difficult to make up since the actual classroom experience cannot be duplicated, nor can the work assigned always be identical. The teacher/student interaction that occurs during direct instruction at the time of presentation is lost and regular teacher responsibilities upon return do not always allow for the needed interaction.

We encourage all parents and guardians to make every effort to plan vacations during pre-scheduled breaks in the school calendar and to avoid absences during standardized testing times in the spring.

### **TRUANCY**

The school district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code. Absenteeism and tardiness are considered excessive when they significantly interfere with a student's performance or social development.

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A "truant minor" is a child to whom supportive services, including: prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and failed to result in stopping chronic truancy or have been offered and refused.

The services offered to truants and/or chronic truants may include the following:

- Student conferences
- Behavior/attendance contracts
- Alternative education
- Referral to local social services
- Parent conferences
- Letter and/or telephone call to parent
- Changes in class schedule
- Home visit (Social Worker)
- Appropriate special education staffing and/or placements

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **GENERAL INFORMATION AND GUIDELINES**

### **ABUSED AND NEGLECTED CHILD REPORTING ACT**

Any District employee who suspects or received knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217-524-2606. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign the *Acknowledgement of Mandated Reporter Status* form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.

Any district employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800-843-5678, or online, at [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

### **ADMISSION OF PUPILS**

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she

attended a non-public preschool, continued his or her education at the school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

### **Admission Procedure**

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations and Exclusion of Students*.

### **Homeless Students**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment.

### **Resident Students**

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition and must provide own transportation.

### **ASSIGNMENT OF CURRENTLY ENROLLED STUDENTS TO CLASSES/TEACHERS**

School Districts have general authority to determine grade placements and classroom assignments of students. Placement shall be based on general achievement. Consideration will be given to the mental, physical, emotional and social maturity of the student. The policies and procedures are to be used by school staff when assigning students. The purposes of these policies and procedures include:

- \* balancing classes and teacher class loads
- \* providing equal educational opportunities for all students
- \* meeting the unique educational and other needs of individual students
- \* providing for consistent decision making regarding class/grade placements
- \* combinations of children who do not work well together are avoided
- \* students with difficult problems are assigned where they will benefit most.

Teacher requests are not recommended. Parental involvement in the assignment of students to classes is limited to exceptional cases only. In order to be considered as an exceptional case, parents must submit specific educational reasons in writing to the Principal by May 1<sup>st</sup>.

### **CAFETERIA GUIDELINES**

- Students are expected to be on time to the cafeteria and to remain there until dismissed by the supervisor.
- Students are expected to buy a lunch at school or to bring a balanced lunch from home.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBERS**

Please report to the office immediately any change of home address, home or parent's work telephone number, or any other important information that we may need in order to contact the parent or guardian in case of an emergency.

### **CURRICULUM/CURRICULUM APPEAL PROCEDURE**

The curriculum of Nippersink School District 2 is outlined in the Curriculum Highlights brochure, available for each grade level and provided at curriculum night.

Persons with concerns regarding curriculum, instructional materials, and programs should complete a curriculum objection form and use the Uniform Appeal Procedure. Parents will receive at least five days prior notice when upcoming classes deal with sensitive topics, i.e. recognizing/avoiding sexual abuse, certain activities/courses based on religious beliefs, and sex education/family life courses. A parent/guardian may request that his/her child be exempt from a particular instructional material or program by completing a curriculum objection form and using the Uniform Appeal Procedure.

### **DISTRIBUTION OF PRINTED MATERIAL AND INVITATIONS**

The principal must approve all printed newspapers, bulletins, pamphlets, or other published materials to be distributed on school property. Flyers must be approved at the District Office.

We occasionally have requests to distribute party invitations at school. This is permitted for the entire class, or all boys, or all girls. **Please** refrain from sending invitations to individual students.

### **ELECTRONIC NETWORKS**

#### **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

School officials may conduct an investigation or require a student to cooperate in an investigation of there is specific information 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.

### **Curriculum**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum, (3) students will receive Internet safety training.

### **Acceptable Use**

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the district's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

### **Internet Safety**

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials.
3. Ensure student and staff privacy, safety, and security when using electronic communications.
4. Restrict unauthorized access, including "hacking" and other unlawful activities.
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

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

Each staff member must sign the District's Authorization for Electronic Network Access as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **ENGLISH LEARNERS**

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

### **EXTRA-CURRICULAR ACTIVITIES**

Students who are absent for the entire day may not attend or participate in after-school activities on that day (such as sporting events, ski trips, band concerts, dances, and/or choral programs).

### **EVERY STUDENT SUCCEEDS ACT**

#### **Teacher Qualifications**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

#### **Testing Transparency**

The State and District requires student to take certain standardized tests. For additional information.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

#### **Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.nippersinkdistrict2.org](http://www.nippersinkdistrict2.org).

#### **Parent & Family Engagement Compact**

#### **Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances.

## **Student Privacy**

Students have certain privacy protections under federal law.

## **English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

## **Homeless Students**

For information on supports and services available to homeless students, see handbook procedures.

For further information on any of the above matters, please contact the building principal.

## **FEES**

- ❖ Registration fees are \$75 for ECE class, \$95 for Kindergarten students (Includes \$15 Technology Fee and \$5 Science Fee); \$125 for grades 1-5 (Includes \$15 Technology and \$10 Science Fee).
- ❖ Field Trip admission will be charged to student per activity.
- ❖ Families demonstrating financial hardship may request a waiver of student fees. Please contact the secretary for this consideration.
- ❖ Free and Reduced-priced Food Services.
- ❖ **RevTrak (payments Website). This site is an effort to offer the most innovative payment options to the taxpayers.** Fees can be paid and accounts updated using a credit card. Website: <http://www.nippersinkdistrict2.org>.

## **WAIVER OF STUDENT FEES**

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

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

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

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

### **FREE AND REDUCED-PRICE FOOD SERVICES**

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

#### **Eligibility Criteria and Selection of Children**

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

#### **Notification**

At the beginning of each school year, by letter, the District shall notify students and their parent(s)/guardian(s) of: (1) eligibility requirements for free and reduced-price food service, (2) the application process, (3) the name and telephone number of a contact person for the program, and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs, and (2) the District's website (if applicable) all school newsletters, or student's registration materials. Parent(s)/guardian(s) enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

#### **Non-discrimination Assurance**

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payment that prevent identification of children receiving assistance.

#### **Appeal from a Decision**

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. § 245.7, Determining Eligibility For Free and Reduced-Price Meals and Free Milk In Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk. During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

### **FOOD**

Food items, including candy, may be eaten only in the lunchroom during the assigned lunch periods. No food is to be taken on the playground. Do not bring candy to school unless it is part of your sack lunch. No glass containers are permissible. ***Please encourage your child to not share food items with classmates during lunch, due to food allergies. Any treats brought into the school for parties or as birthday treats, must be store bought with an ingredient label.***

## **PROGRAM OFFERINGS FOR ACADEMICALLY TALENTED**

- **Component 1: Enrichment Class**  
All students in grades first through fifth receive instruction by a specialized teacher in the area of critical and creative thinking.
- **Component 2: Class-Embedded Programing**  
Classroom teachers enrich, compact and accelerate materials, when needed, for individual students within the regular class. Flexible grouping, individual modifications, and project work allow for differences in learning. In addition, all students are exposed to enrichment activities in the regular classroom through activities, field trips, cultural explorations, interdisciplinary studies, simulations and more.
- **Component 3: Pull-out**  
Students who are identified as high ability learners through an evaluation process are “pulled out” in grade level groups to a specialized teacher. Advanced curriculum opportunities and specialized activities are designed to challenge these students are provided. (At Grade 5, this includes formal participation in the Future Problem Solving Program International.)
- **Component 4: Independent Study**  
Students with a specific interest can arrange with the classroom teacher or the specialized teacher to do a further investigation of a specific topic outside of class.

## **IDENTIFICATION CYCLE FOR ACADEMICALLY TALENTED STUDENTS**

### **Grade 3**

1. Informal evaluation begins in first semester through classroom observation and use Primary Thinking Skills. Classroom teachers will be involved in this process.
2. The SAGES-2 test is administered in the second week of school. Students with a scale score of 120 or higher in the subject areas of math, language arts, or reasoning will move on to the second round of testing.
3. A Behavior Observation Checklist is distributed to the classroom teachers of the students that qualify for the second level of testing.
4. The second level of testing consists of Verbal and Figurative Creativity Tests.
5. Scores from SAGES, Behavior Observation Checklist, Verbal and Figurative Creativity are applied to Matrix to determine eligibility.

### **Grade 4**

There is no formal testing. Students who were in the program the previous year will continue participation. Testing will be available for students new to the District.

### **Grade 5**

1. Screening of all fifth grade students utilizing scores from i-Ready Diagnostic Assessment. The SAGES-2 test is administered in the second week of school.
2. A Behavior Observation Checklist will be completed by the classroom teachers of the students that qualify for the second level of testing.
3. The second level of testing consists of Verbal and Figurative Creativity Tests.

4. Scores from SAGES, Behavior Observation Checklist, Verbal and Figurative Creativity are applied in a Matrix to determine eligibility.

Placement for the Nippersink Middle School Advanced Language Arts Program and Accelerated Math Program will occur at the end of Grade 5.

## **GRADING SCALES**

### **Kindergarten**

S	Satisfactory
N	Needs Improvement
IM	Improving
X	Not Yet Evaluated

### **First Grade**

O	Outstanding
S	Satisfactory
IM	Improving
N	Need Improvement

### **Second and Fifth Grades**

A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

## **HOMEBOUND INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. The total length of absence must be at least two weeks (10 school days).

For information on home or hospital instruction, contact: The Building Principal

## **HOMEWORK GUIDELINES AND EXPECTATIONS**

Homework is meaningful and effective when it provides practice and extensions of the classroom curriculum. Homework will be differentiated according to the child's individual needs and learning style. Homework is effective when it is evaluated and feedback is provided to students and to parents. Homework is effective when home and school work together. This cooperative effort is improved when parents understand homework expectations and can supervise and help their child.

### **Purposes of Homework**

There are many valid purposes of homework. Homework can be practice examples of an assignment that has already been taught. It can be a preparation activity for a new concept. Homework can be an extension of class activities, which urges the students to do an imaginative application of the concept. Homework can also have the valid purpose of providing for communication to the parents of the type and level of work that their sons and/or daughters are doing in the classroom. This is especially true wherein we enlist the parents as fellow readers with their sons and daughters at the early grade levels.

### **How is homework evaluated?**

Homework is collected and evaluated by being assigned a grade or by comments written on the assignment. These assignments are then returned to the student so they can be taken home for the parents to see.

### **How are homework expectations communicated to parents?**

- Weekly newsletter of up and coming events
- Daily assignment notebook
- Responses on papers taken home
- By phone, especially if a student is having difficulty
- Progress reports
- Parent/Pupil Handbook
- Curriculum Night
- Parent/Teacher conferences

### **How is homework differentiated?**

Homework is differentiated based on the student's needs and learning style. If instruction were modified, then typically the homework would also be modified. Teachers working with students, parents, and special teachers develop homework to fit the student's individual needs.

### **How is work that is completed and returned accounted for?**

- Daily check lists
- Charts
- Folder system
- Grades in grade book
- Incentives developed by individual teachers

At Nippersink District #2, we establish individual homework guidelines based on the child's needs and learning style.

### **The National Parent/Teacher Organization has offered these guidelines as a resource:**

Kindergarten	10 minutes per night
1 <sup>st</sup> Grade	20 minutes per night
2 <sup>nd</sup> Grade	30 minutes per night
3 <sup>rd</sup> Grade	40 minutes per night
4 <sup>th</sup> Grade	45 minutes per night
5 <sup>th</sup> Grade	50 minutes per night

### **Help your child with homework:**

#### **Make Sure Your Child Has:**

- A quiet place to study.
- A regular time each day for doing homework.
- Basic supplies, such as paper, pencils, pens, markers, and ruler.
- Aids to good organization, such as an assignment notebook, book bag, and folders.

#### **Questions To Ask Your Child:**

- What's your assignment today?
- Is the assignment clear? (If not, suggest calling a classmate.)
- When is it due? Do you need special resources (e.g., a trip to the library or access to a computer)?
- Do you need special supplies (e.g., graph paper or poster board)?
- Have you started today's assignment? Finished it?
- Is it a long-term assignment (e.g., a term paper or science project)?
- For a major project, would it help to write out the steps or make a schedule?

### **Other Ways to Help**

- Look over your child's homework, but don't do the work.
- Meet the teachers early in the year and find out about homework guidelines.
- Review teacher comments on homework that has been returned and discuss it with your child.
- Contact the teacher if there's a homework problem or need you can't resolve.
- Congratulate your child on a job well done.

### **LOST AND FOUND**

Lost and found items may be turned into the buckets by the nurse's office. Items such as jewelry, glasses, keys, etc. may be turned in or claimed at the front office. It is **highly recommended** that parents mark all clothing, books and personal items with your student's name so that lost items may be easily identified. Many items are unidentified and go unclaimed. It is also **highly recommended** that valuable items not be brought to school.

### **LUNCH PROGRAM**

The school provides a hot lunch program. The Superintendent shall manage a food service program that complies with policy 4:120 and is in alignment with Board policy 6:50, *School Wellness*. A monthly menu is sent home and is also posted at school. Milk is on sale for students who bring cold lunches. Free and reduced lunches are provided for children whose families qualify under state regulation. An explanation about paying for lunches follows.

All purchases including hot lunch and milk will be recorded electronically and parents will have complete access to account balances and daily purchases. Parents will have two choices on how to apply funds to their child's food service account. Parents will be able to apply funds on-line using Mastercard or Visa cards through RevTrak. Please visit [www.nippersinkdistrict2.org](http://www.nippersinkdistrict2.org) for the program. The school website also has a direct link to RevTrak. Parents can send a check or cash to the school in an envelope with the student's name on the check as well as on the envelope. This should be done on Monday mornings (or Tuesday, if school is not in session on Monday). It is recommended that parents send enough funds to cover a minimum of a two week period of lunch or milk purchases. These amounts will be entered into your child's account for their use at lunch time. Students will not be borrowing money if they forget. If the account drops below a negative \$5.00, parents/guardians will be contacted. A four digit confidential lunch code has been issued to every student. This lunch code must be memorized by the student and will need to be entered on a keypad each time a lunch or milk purchase is made. Students will not be allowed to use or access another student's account.

1. Milk costs .35 cents (subject to change)
2. Lunch costs \$2.35 daily (subject to change), an extra entrée costs \$1.20
3. Please make sure that your child's lunch account has a positive balance at all times.

### **MONEY**

Students are strongly encouraged not to carry large amounts of money at school. If this does become necessary, the best practice is to bring a check for the proper amount.

### **ORDERS OF PROTECTION**

Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in the order of protection. When a child who is a "protected person" under



an order of protection transfers to public or private school, or as soon as possible, the Building Principal shall, at the request of the Petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

### **PARENTS AND VISITORS**

All parents and volunteers are required to sign in the school office before entering any of the classrooms and wear a “Visitor Badge”. All visitors will be asked to present a valid state-issued ID to be entered into our Raptor system.

Any person wishing to confer with a staff member must contact the staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher’s conference/preparation period. The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

### **Convicted Child Sex Offender and Notification Laws**

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when a person under the age of 18 are present, unless:

1. The offender is a parent/guardian of a student attending the school and has notified the building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion. or
2. The offender received permission to be present from the School Board, Superintendent, or Superintendent’s designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender’s upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child’s vicinity.

### **PERSONAL APPEARANCE**

In school, it is readily observed that there is a very close relationship between dress and attitude. Students who take pride in their appearance take pride in behavior as well. A good attitude and behavior are prerequisites for a successful learning experience. It is the school’s responsibility to prohibit students from attending school when their personal appearance or attire is of a nature which interferes with the instructional purpose of the school or attracts undue attention which is detrimental to the normal operation of our school.

Some guidelines to follow, but not limited to:

1. Clothing or jewelry that displays drugs, smoking/tobacco, alcohol, inappropriate language, sexual innuendo, or is gang or cult-related is prohibited.
2. Heelies (shoes with wheels) are not to be worn at school.
3. Halter-tops, spaghetti strap shirts (shirt straps must be 3 fingers in width) and bare midriffs are unacceptable.
4. Hats, coats, and sunglasses are not to be worn in the building.
5. No pants/shorts of inappropriate/immodest condition.

6. Any accessories that may damage furniture, or be used as a weapon (i.e.: chains/wallet chains, pointed or studded jewelry, etc.) are prohibited.
7. Dress and/or personal appearance, which are deemed to be distracting, will not be permitted.
8. Pens, pencils, other writing implements should not be used to mark arms, hands, legs, face, etc.
9. Instead of flip-flops; please consider wearing shoes with a back – for the safety of the child.

***Principals will have discretion over what constitutes appropriate appearance in the school.***

Any student who violates the dress code will first be given the opportunity to change. If the student refuses to follow the appropriate dress code, the student will be referred to the principal.

## **PHYSICAL EDUCATION PROGRAM**

Physical Education is an integral and required part of the entire educational curriculum. Nippersink School District 2 provides physical education for students in grades Kindergarten through fifth to complement the entire educational process. Physical education aims to educate students physically, socially, and mentally, while exposing students to a variety of activities to develop individual and group skills.

The State Board of Education has re-emphasized the importance of physical development in our youth by required specific student learning objectives. Physical education participation is equally important at all grade levels. Therefore, we wish to inform parents of our guidelines for participation.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Students with an Individualized Education Program may also be excused from physical education course for reasons stated in Handbook Procedure.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under Medical Practices Act, prevents his other participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule

***All students must have a pair of non-marking sole gym shoes to be kept at school for gym only..***

## **PICTURE PUBLICATION**

Throughout the school year, staff members and local event sponsors will be taking pictures of students involved in school activities. Some of these photos may be submitted to newspapers for publication. Your permission will be submitted during the online registration process.

### **PROBLEM SOLVING TEAM TEAM**

The Problem Solving Team is composed of the school psychologist, social worker, learning disabilities teachers, speech and language pathologist, occupational therapist, and other special education personnel as appropriate, as well as classroom teachers. This team can also include the principal, school nurse, and others.

The Problem Solving Team serves to identify student learning and behavioral needs. This process generally goes as follows:

1. A classroom teacher or parent has concerns regarding a student academically or emotionally and has attempted various interventions (Response To Intervention/R.T.I.) to meet the student's needs in the classroom.
2. The teacher or parent refers the student to the Problem Solving Team .
3. The teacher and members of the Problem Solving Team meet to discuss the teachers concerns, brainstorm additional strategies, and determine if a formal assessment is warranted. A plan of action is completed.
4. If an assessment is deemed appropriate, various members of the Problem Solving Team conduct portions of the assessment appropriate to their specialty.
5. Upon completion of the evaluation, a meeting is held involving the Problem Solving Team, the classroom teacher, and the student's parents/guardians. The purpose is to determine the appropriate placement for the student and curricular modifications or adaptations.

### **Child Find**

Nippersink District 2 is responsible for identifying and providing services for children ages three to five who have special needs. If a parent, preschool teacher, or pediatrician has a concern about a child's development, the school should be called. The Child Find team will process the referral. A Preschool screening is routinely conducted in February.

### **PROGRESS REPORTS**

Midterm Progress Reports will be posted for students in Grades 2-5 at about the end of the fifth week of each nine-week grading period. They may indicate good or improved performance or lack of adequate progress in a particular course. Parents are invited to contact the individual teacher regarding these reports.

### **PROMOTION REQUIREMENTS**

All students must successfully complete certain academic requirements to be promoted to the next grade level. All students must pass at least three (3) of the following subjects based on a four (4) quarter average: Language Arts, reading, social studies, math and science. In some cases, a case study evaluation may result in placement at the next grade level. On report cards, at the end of the year, students may:

1. be promoted to the next grade
2. be assigned, but not promoted to next grade based on academic achievements

3. be retained

House Bill 452 does not allow the social promotion of any student. It is up to each local school district to decide the standard by which students successfully complete their current grade level.

### **RECESS/OUTDOOR PHYSICAL ACTIVITIES**

All children must go outdoors for recess. The only way a student will be allowed to remain indoors for more than one day from recess is if he/she has a doctor's note stating that he/she may not participate outdoors for recess. In all other cases the child will be sent outside.

Children should dress properly for the weather. (Coats, boots, caps and mittens for winter weather.) Outdoor recesses are encouraged as weather permits. Students will only stay inside if the windchill falls below 10 degrees.

### **RECREATIONAL ITEMS**

Recreational items including, but not limited to, electronic devices, skateboards, roller blades, frisbees, hard league balls, trading cards, games, and sound equipment such as radios, MP3 player, iPods, tape or CD players not assigned for classroom use by a teacher, interfere with the educational process and are not permitted in school or on school grounds or property at any time. The Department of Health and Humans Services have found laser pointers to be potentially dangerous. These items are not permitted at school, on the bus, or at any school function. Students found in possession of laser pointers will face disciplinary action.

### **REGISTRATION INFORMATION**

Online registration will be conducted in July for returning students. A kindergarten pre-registration is held each spring. Advance notice for registration dates is announced through the school's monthly newsletter website, notices sent home, and local newspapers.

All new students are required to show a copy of their birth certificate. Proof of current Physical Exam and Immunization is required to start the school term.

### **RELIGION IN EDUCATION**

The School District's curriculum may include the study of religions as ancillary to studies of human history and development of various national, cultural, and ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religious belief or to a religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement or practice of religion.

### **REPORT CARDS**

Report cards are posted four times a year in Grades K-5. Parent/Teacher conferences are scheduled at the conclusion of the first quarter and mid-third quarter. Procedures for scheduling parent/teacher conferences will be sent home prior to conferences. Additional conferences are optional and can be arranged at other times.

### **SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS**

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry,

- [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)  
Illinois Murderer and Violent Offender Against Youth Registry,
- [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)  
Frequently Asked Questions Concerning Sex Offenders,
- [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## **SPECIAL SERVICES**

Through careful diagnosis and consultation with staff members and parents, more effective programs have been set up for children with emotional, social, behavior, and learning problems. Nippersink School District 2 will provide a free appropriate public education to all children with disabilities residing within the district.

Spring Grove School has a program for learning disabilities and remedial reading, staffed by specialists in both areas. An intensive first grade program, Reading Recovery, is available for qualified students. Also included on the staff is a school psychologist, a social worker, a speech therapist, and an occupational therapist. A Registered Nurse is on duty daily beginning at 8:30 a.m.

### **Structured Support Classes**

District Special Education Structured Support Classes are being offered at Spring Grove School. Students in these classes are in grades K through 5. These classes are designed to address academic, social, and emotional needs of students with various disabilities. The teacher will use adjusted learning strategies to meet individual learning styles. Opportunities for mainstreaming will be provided. Please call the District Special Education Secretary at 815-678-6866.

## **Preschool Programs**

### ***Self-Contained Special Education***

1. Children qualify as a result of a thorough evaluation process and may receive some or all of the following related services, based on their eligibility: speech/language therapy, social work, occupational therapy, physical therapy.
2. Students in this class have the option to ride a Nippersink District #2 bus between home and school.
3. Students may be found eligible as early as their third birthdays.
4. Class size is limited to ten students and is led by a certified special education teacher with classroom assistants.

### ***Blended Preschool Classroom***

1. Class size is limited to twenty students and is led by a teacher with dual certification in both regular education and special education with a classroom assistant.
2. Students must first participate in one of the preschool screenings offered in the district. After results are gathered, children may be determined eligible for this program in one of the following areas:

**At Risk:** Children ages 3-5 who are determined to be at risk of future academic delay. These students have the option of being transported between home and school on a Nippersink District #2 bus and are not required to be potty-trained. Students can attend any of our four preschool screenings and may begin attending class anytime throughout the school year.

***Special Education:*** Children ages 3-5 who have been through the evaluation process and are found to have delays in at least one area of development and may receive some or all of the following related services, based on their eligibility: speech/language therapy, social work, occupational therapy, physical therapy. These students have the option of being transported between home and school on a Nippersink District #2 bus and are not required to be potty trained. Students can attend any of our four preschool screenings to begin the evaluation process and may begin attending class anytime throughout the school year.

***Tuition:*** Children ages 3-5 who exhibit skills at or above age expectations and are chosen in the lottery completed in March. These students must attend a preschool screening no later than February of the school year before the desired entrance. These students must be 3 or 4 by September 1st of the school year and must be potty-trained. Parents will transport between home and school each day and will have a tuition payment. Students are only admitted to the program through a lottery in March for the start of the next school year. **TUITION IS WAIVED DURING 2019-2020 PILOT YEAR.**

To schedule, your child's appointment at our next preschool screening contact Arlene Basten at (815)678- 6866.

### **Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Arlene Basten  
815-678-6866  
District Office

### **Discipline of Students with Disabilities**

#### ***Behavioral Interventions***

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### ***Discipline of Special Education Students***

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. 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.

### **Exemption From PE Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

### **Access to Classroom for Special Education Observation or Evaluation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the building principal.

### **STANDARDIZED TESTS**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: IAR, iReady, ISTEAP

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following:

1. Encourage student to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;

6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## **STUDENT ACTIVITIES**

All school rules apply to extra-curricular activities. Students are strongly encouraged to become involved in school activities. In general, clubs and organizations meet after school. Specific information on membership and participation will be shared through Skyward and Virtual Backpack.

## **STUDENT AND FAMILY PRIVACY RIGHTS**

- All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in board policy 6:10. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.
- School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation.
- A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.
- The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

## **STUDENT RECORDS**

Per Board of Education Policy 7:340. School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a schools staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal laws grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s).

### **Student Records Defined**

A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the District, except records kept: (1) in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the school.



## **Maintenance of School Student Records**

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record.

The *permanent record* shall include:

- Basic identifying information, including the student's name and address, birth date and place, and the names and addresses of the student's parent(s)/guardian(s)
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)
- Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The *permanent record* may include:

- Honors and awards received
- School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

- A record of release of temporary record information in accordance with 105 ILCS 10/6(c)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit
- Completed home language survey

The *temporary record* may include:

- Family background information
- Intelligence test scores, group and individual
- Aptitude test scores
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- Elementary and secondary achievement level test results
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards received
- Teacher anecdotal records
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals
- Verified reports or information from non-educational persons, agencies, or organizations
- Verified information of clear relevance to the student's education

Information in the temporary record will indicate authorship and the date it was added to the record. The District will maintain the student's temporary record for at least 5 years after the student transferred, graduated, or permanently withdrew. Temporary records that may be of assistance to a

student with disabilities who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

The Building Principal is the records custodian for his or her respective building and is responsible for the maintenance, care, and security of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Building Principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy. Before any school student record is destroyed or information deleted therefrom, the parent/guardian must be given reasonable prior notice at his or her last known address and an opportunity to copy the record and information proposed to be destroyed or deleted. Student records shall be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

The District uses students' Social Security numbers for intra-school identification purposes, if at all. However, school officials may not require students or their parents/guardians to provide them. Absent a court order or subpoena, school officials do not provide educational records to the Immigration and Naturalization Service.

### **Access to Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes; though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

- **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

- **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. This includes the State assessment that includes a college and career readiness determination. Students often take college entrance examinations multiple times in order to improve

their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of these scores from a student's academic transcript, the parent/guardian or eligible student must submit a written request to the building principal.

- **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

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; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

- **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

- **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

- **The right to request that military recruiters or institutions or higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the *student's* parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

- **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

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

### **Student Record Challenges**

The parents/guardians may challenge the accuracy, relevancy, or propriety of their student's school records. However when the student's school records are being forwarded to another school, no challenge may be made to grades or references to expulsions or out-of-school suspensions. The parents/guardians have the right to request a hearing at which each party has the right to:

1. Present evidence and to call witnesses;
2. Cross-examine witnesses;
3. Counsel;
4. A written statement of any decision and the reasons therefore; and

5. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

## **STUDENT SOCIAL AND EMOTIONAL DEVELOPMENT**

Nippersink School District 2 recognizes that a student's social and emotional development is a critical component for overall development, academic readiness and school success. The District's instructional program shall support the Illinois Learning Standards for social and emotional development.

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office

### **TELEPHONE USE BY STUDENTS**

The telephone in the office will be available for students to use only in an emergency. After-school plans and transportation should be arranged with parents **before** coming to school.

### **TEXTBOOKS**

The school furnishes books to all students. This is done with the belief that this major investment will be properly safeguarded. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks and library books will result in fines. Lost textbooks and library books must be paid for. Students are responsible for the books they are issued.

### **TITLE I**

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

### **TRANSFER INFORMATION**

Pupils transferring out of Nippersink School District 2 should notify their teachers and building secretary at least three (3) days in advance. Copies of the student's last physical and immunization record will be made available upon request for the parent to hand carry to the future school. Test data and other school record information will be mailed to the pupil's new school when the proper request is received from the new school.

Pupils transferring into Nippersink School District 2 during the school year are required to register. Pupils transferring during the summer are required to register as soon as possible in the school office. Parents will be requested to complete a release form for records to be sent to their previous school.

### **VALUABLE PROPERTY**

Textbooks, articles of clothing, and personal possessions should all be clearly marked with the student's name. Do not bring radios, televisions, CD/tape players, iPods, MP3 players, cameras, hair dryers, curling irons, gameboys and other handheld electronic games, or other expensive equipment to school.

### **VISITOR PARKING**

Visitors may park in either parking lot. Please do not park in the circle or along the curb in front of the building. **Please do not enter the circle while buses are present.** Visitors parked in the front stalls (closest to the building) will not be allowed to back out while the buses are loading or unloading.

### **HEALTH AND SAFETY**

*No addresses or phone numbers will be given out for any reason from the district office or school.*

### **BICYCLES**

Bicycles must be parked on the bicycle racks located adjacent to the east entrance. Bicycles should always be locked when unattended. Ride safely by observing the following practices:

- Obey all traffic signs and regulations
- Stay to the right
- Ride single file
- Yield to motor vehicles and pedestrians
- Signal your intentions
- Do not ride near vehicles parked in the parking lot
- Walk bicycles to sidewalks.

If these rules are not followed, a student will lose his/her privilege to ride a bike to school.

\*Students who normally ride the bus will need a note if they are riding their bike instead.

### **COMMUNICABLE DISEASES**

When a communicable disease is suspected, the student shall be isolated and the nurse or principal called immediately. If the suspicion is sustained, the child shall be excluded from school and the parents advised that they are to report the suspected communicable disease and actual disease to their family physician and the local health authority. Notices shall be sent to the parents of children who have been exposed to a communicable disease by virtue of their presence in the same classroom as the child suspected or excluded.

### **DIABETES**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan

d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the school nurse.

### **EMERGENCY CLOSING OF SCHOOLS**

When necessary, the Director of Transportation and Superintendent evaluate road conditions early in the day and a decision to close the schools because of inclement weather will be made prior to 6:30 AM. each day and generally before 6:00 AM. The only exception to this rule would be those times when school would be in session and become shortened because weather conditions become worse. Nippersink School district uses an automated call system to notify parents (Skylert) who have an up to date phone number in our database system. This is in addition to using Star 105.5, local television stations, [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com), and [www.nippersinkdistrict2.org](http://www.nippersinkdistrict2.org) Please do not call RGS.

### **EMERGENCY MID-DAY SCHOOL CLOSING**

In the event of severe winter weather or any other emergency situations during the school day, it may be necessary to dismiss students earlier than usual. Parents need to be aware that if this situation occurs, we may be unable to notify you personally that your student is coming home early. Therefore, we ask that you make appropriate arrangements with your student to gain access to shelter in the event they are dismissed early due to weather conditions.

### **EMERGENCY PROCEDURE PERTAINING TO WEATHER OR DISASTER CONDITIONS**

A tornado "watch" means that weather conditions exist that could produce tornadoes. Normal activities are continued during a tornado watch. Illinois has a severe weather warning system which is monitored via a warning receiver in each building.

Whenever a tornado "watch" is announced, a weather alert monitor is tuned and monitored for updated weather information, and the threat of tornadoes is watched.

If a tornado "warning" is issued, a tornado has been detected and may be approaching. The public warning signal - a five (5) minute steady blast of the emergency preparedness sirens is usually activated. When the tornado warning is received over the weather-warning receiver, the building warning signals are immediately sounded and students are taken to the pre-designated shelter areas as outlined in the Disaster Plan Section of the teacher handbook. Children will be kept in the shelter areas until an "all clear" is issued for the area. Should a "warning" be issued at dismissal time, students will be kept at school, and radio stations will be notified to broadcast that students are being held. Students will be released only if parents come to pick them up when a "warning" is in effect, but parent pickup is discouraged.

### **FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support your requires to effectively access their education.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

***If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at 815-678-4717.***

## **HEAD LICE**

The school will observe the following procedures 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.

## **INJURY**

When a student sees the school nurse and is treated for an injury or illness, parents will be notified with a phone call or note, as needed. In the event that a student related injury requires a district accident report form to be completed, a copy of the accident report form will be sent home to the parent/guardian.

## **PEDESTRIANS**

You are expected to use sidewalks and crosswalks wherever available and to observe safety precautions when crossing streets or near motor vehicles.

## **PEST MANAGEMENT**

Nippersink District 2 practices Integrated Pest Management, a program that combines preventative techniques, non-chemical control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment.

This district is establishing a registry of people who wish to be notified prior to pesticide application. To be included, please submit a written request to the office of the building principal.

## **PHYSICAL EXAMINATION REQUIREMENTS**

### **Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.



Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by **October 15** of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian’s failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have **30 days** following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by **October 15** of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student’s report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering kindergarten, second, sixth and ninth grades must present proof by **May 15** of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child’s report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

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

### **Homeless Child**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, Education of Homeless Children, governs the enrollment of homeless children.

### **Vision and Hearing Screening**

Vision and hearing screening will be done, as mandated, for the following children:

**Vision:** Preschool, kindergarten, 2<sup>nd</sup>, 8<sup>th</sup>, all new students, and students receiving special education services.

**Hearing:** Preschool, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, all new students, and students receiving special education services. The dates for these screenings will be announced in the school's monthly newsletter. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and the evaluation is on file at the school. Vision and hearing screenings are **not** an option. If a vision or hearing examination report is not on file at the school for your child, and your child in the mandated age/grade/group, they will be screened.

### **PUBLIC NOTIFICATION OF ENVIRONMENTAL ISSUES**

The following public notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials. The inspection Report and Management Plan is on file for review at the Superintendent's Office.

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing asbestos containing materials.

Asbestos is contained in some floor tile and some ceiling areas. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

The buildings are re-inspected each year by a state accredited management contractor. The asbestos has not been damaged. The material is not in a friable state.

Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

If you have questions regarding this notification please call the Superintendent's office of Nippersink School District 2.

### **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 to address an active shooter incident, 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.

## **STUDENT MEDICATION**

Please take all medications to the school nurse. Before 8:30 a.m. and after 3:30 p.m. medications may be left with office personnel. For safety reasons, students are not allowed to bring in their own medications.

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a ***School Medication Authorization Form***.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication**

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

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

### **Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis,

*Medical cannabis infused product* (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

### **Administering Medicines to Students**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

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

### **Prescription and Non-Prescription Medications**

1. Medication Authorization forms must be on file with the school nurse, completed and signed by both physician and parent/guardian. We need the following information: **Student's name, allergies, medication, dose, time of administration, reason for medication, potential side effects. No medications will be administered without a completed authorization form.** Physicians may utilize our Fax: 815-675-2279.
2. Medication must be stored in the original container and labeled from dispensing pharmacy: patient (student) name, medication name and dose, physician's name, date of prescription (must be current).
3. Non-prescription medication must be stored in original container with intact label.

At the end of the school year, all medication (prescription and non-prescription) must be picked up by parent/guardian on or before the last full day of school. **Medication cannot be sent home with a child for safety purposes.**

## **DISCIPLINE, BEHAVIOR, AND CONDUCT**

### **POLICY REGARDING RIGHTS AND RESPONSIBILITIES OF STUDENTS**

Nippersink School District 2 tries to recognize the uniqueness of each student. Circumstances, special problems and limitations, and the uniqueness of each human being as a person make the relationship among students, school teachers, and administrators a sensitive one. When each individual is accounted for in a group, it is necessary for his or her rights to be made known. However, in exercising these rights, students should know and understand their responsibilities as well. This is a guide that, hopefully, will make known to students, parents, and teachers the student's rights and responsibilities.

The staff of Richmond Grade School reinforces a positive discipline approach with the students. Staff members foster skills in responsibility, decision making, communication, self confidence, and goal setting. Richmond Grade School recognizes students who demonstrate the following positive attributes: Respect & Responsibility, Outstanding attitude, Choices make a difference, and Kindness (ROCK behavior).

#### **Conduct and Discipline Policy**

Students enrolled in Nippersink School District 2 schools shall conduct themselves in a proper manner, acting with due regard for the supervisory authority vested by the Board of Education and District employees. Good self-discipline is positive and encourages the student to exercise his/her individual rights within established guidelines, as well as respect the rights and welfare of others.

Education proceeds effectively with appropriate and consistent discipline. Teachers and other certified employees shall maintain discipline in the schools. In all matters relating to the conduct and discipline of the students, they stand in the relationship of parents and guardians to the pupils. They shall exercise such control over students as would be exercised by a kind, firm, and judicious parent. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students.

When a certified employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student toward self-discipline. A progressive form of discipline, tempered by the conditions and circumstances of the offense, shall be followed. Nippersink School District 2 does not condone the use of corporal punishment as a means of disciplining students. A teacher is granted the right to remove a student from the classroom for disruptive behavior. Physical contact or restraint may be appropriate when a teacher or other supervisor is required to employ it in self defense, for the safety of students, or to help maintain control. In all instances necessitating disciplinary action, due process will be afforded the student as outlined in the Illinois School Code, 105ILCS 5/24-24.

Any pupil who is disobedient or insubordinate or who gives evidence of inappropriate behavior may be suspended, not to exceed ten (10) days, by the school principal. Such suspension will be reported immediately to the superintendent and the pupil's parents or guardians, along with a full statement of the reasons for such suspension. The parents or guardians of the suspended pupil shall be informed of the due process procedures and of their right to have a review of the suspension by the Board of Education. The principal shall inform the superintendent if the parents or guardians wish the request or waive the review. However, the suspension must be served, even during the appeals process.

A pupil may be expelled only by the Board of Education on recommendation of the superintendent for gross disobedience or misconduct. Expulsion shall take place only after the parents or guardians have been requested to appear at a meeting of the Board of Education to discuss their child's behavior. Such requests shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. If the Board's decision is to expel the student, the reasons for dismissal, and the date on which the expulsion is to become effective, will be stated.

Cooperation among parents, teachers, and administrators is both necessary and desirable. In order for students to benefit from disciplinary procedures, it is most important that they understand the reasons for such actions.

The discipline policy of Nippersink School District 2 schools has been formulated by the Board of Education with input from teachers, parents, and administrators. The policy is subject to an annual review by a Parent/Teacher Advisory Committee representing the District.

### **Delegation of Authority**

Each teacher, and any other school personnel, when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### **Discipline Summary**

It is the obligation of school officials and teachers to maintain an orderly atmosphere in which all students can learn. This handbook is not intended to create a contractual relationship with the students; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations for Code of Conduct.

It is impossible for a Student-Parent Handbook to list all possible incidents and infractions. Therefore, school officials reserve the right to apply reasonable penalties such as detention, in-school suspension, and out-of-school suspension for any student who engages in behavior that is disruptive to the educational process or potentially harmful to persons or property whether or not such behavior and/or penalty is contained in the Student-Parent Handbook.

### **Due Process Rights and Procedural Guidelines for Hearing Related To School Expulsion and School Suspension (Board Policy)**

The constitutional right of individuals assures the protection of the due process of law. Therefore, this system of constitutionally and legally sound procedures has been developed with regard to the administration of discipline in the Nippersink School District 2. For a complete account of this policy, refer to the school board policy located in the office.

### **Law Enforcement Notification**

Certain behaviors which are prohibited in school are also a violation of federal laws, state laws, or local ordinances. Students who are found to be involved in the following acts will be subject to school disciplinary procedures and at the discretion of, or judgment of the principal or associate principal, will be reported to the appropriate law enforcement agency for further disposition:

1. Arson
2. Theft or possession of stolen property
3. Assault or battery
4. Destruction of property
5. Possession of weapons
6. False report of fire or explosive device
7. Possession, use, sale, or delivery of drugs, alcohol or tobacco
8. Other behaviors which violate federal or state criminal codes or local ordinances.
9. Threats of actions which jeopardize the health, safety, and welfare of others.

Current state law provides that any student at least fifteen years of age who is charged with unlawful possession of drugs or weapons at school will be prosecuted as an adult.

### **Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

### **PROVISIONS OF STUDENT BEHAVIOR**

#### **Bullying/Intimidation/Harassment (Aggressive Behavior)**

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic

device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

1. Placing the student or students in reasonable fear of harm to the student's 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 or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who have information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

#### Complaint Managers:

\_\_\_\_ Lisa Kuhl  
5815 Broadway  
815-678-4717  
[lkuhl@nsd2.com](mailto:lkuhl@nsd2.com)

Lori Kokaska  
5815 Broadway  
815-678-4717  
[lkokaska@nsd2.com](mailto:lkokaska@nsd2.com)

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:



- a. *7:20, Harassment of Students Prohibited.* This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
- b. *7:190, Student Discipline.* This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
- c. *7:310, Restriction on Publications and Written or Electronic Material.* This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
- d. *6:235, Access to Electronic Networks.* This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

- 2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
- 3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
- 4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation - and the State law requirement - that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
- 5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
- 6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.

7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures, and reports the results of this assessment to the board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State board of Education after the Board adopts or updates it.

### **Cafeteria Regulations**

Students must sit at their assigned tables. Students must purchase their own food when entering the cafeteria. Cutting in line is unacceptable. **All food/drink must be eaten in the cafeteria.** Due to food allergies, it is advisable that students not share or trade lunch items.

### ***Expectations***

1. Raise your hand for help
2. Use your manners
3. Stay seated
4. Clean up your space at the table
5. Eat your own food
6. Respect the supervisors

### **General Student Behavior**

Students have the responsibility to obey school rules. The classroom teacher discusses school regulations with all students at the beginning of each school year.

Students are expected to conduct themselves in a respectable and courteous manner at all times. An atmosphere of openness and freedom is desired, but this can only be accomplished through student acceptance of the responsibility associated with this intended atmosphere.

The following rules will be enforced:

Students will:

1. Walk quietly in the halls and classrooms.
2. Refrain from sitting on desks, tables, cabinets, and sills.
3. Refrain from behaviors such as shouting and whistling in the building.
4. Refrain from throwing snowballs or any other objects that could result in injury to
5. Observe designated play areas and safety rules for apparatus that may be located in those areas.
6. Be friendly, courteous, and helpful to all students, adult visitors, guests, and parents.
7. Knock on doors before entering a classroom.
8. Remove hats and caps in the school building.
9. Have permission slips signed by parent/guardian before being allowed to walk home. If the regular walking permission form signed by the parent/guardian is not on file, a separate

note prior to each occasion must be received and approved before a student is permitted to leave school premises.

10. Refrain from using profanity and/or derogatory language (this includes comments that mirror inappropriate language when the intent is the same.)

### **Playground Expectations**

1. On the playground, the students will share the school equipment.
2. Observe the rules and display good sportsmanship.
3. Tackle football, wrestling, or other related games that involve physical contact and fighting are **NOT** allowed.
4. Students are allowed in the school building only with teacher/supervisor permission.
5. Profanity and/or derogatory language will not be used on the playground.
6. If the student is having a problem, see the recess supervisor.
7. Throwing snow and/or ice presents a serious safety hazard to persons and property, and is prohibited. This prohibition includes snow and/or ice throwing onto school grounds from adjacent property or at school buses and may result in a one-day suspension.
8. When the whistle is blown, the students will promptly get in line.

### **Prohibited Student Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

- Using, possessing, distributing, purchasing, sell or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

*Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.*

- Using, possessing, controlling, or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using or possessing an electronic paging device.
- Using a cellular telephone, smartphone, video recording device, personal digital assistants (PDAs), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting”. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

- Engaging in teen dating violence.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but limited to, conduct that may reasonably be considered to : (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during or after school hours or at any time;
- Off school grounds at a school-sponsored activity, or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function or event or

- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including by not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Provision of Gross Disobedience or Misconduct**

Gross disobedience or misconduct, which may lead to suspension or expulsion of a student pursuant to the provisions of Section 10-22.6 of the "Illinois School Code", shall include any activity or behavior which might reasonably lead school authorities to anticipate substantial disruption or material interference with school activities, or which, in fact, is a substantial disruption or material interference with school activities, whether these activities take place at school, on school property, on a school bus, or at a school sponsored function, and shall also include, but is not limited to, the following types of activities or behavior:

- Repeated and willful behavior which constitutes disregard for the rules and regulations of the school.
- Insubordination to any school personnel.
- Acts which jeopardize the health, safety and welfare of others.
- Attempting to intimidate, threaten directly or subtly, any school personnel or student.
- Possession, use, transfer, transaction, or distribution of any substance or purported substances which are otherwise unlawful for a student to possess, use or distribute.
- Excessive truancy beyond 10%, tardiness, or class cutting after warning.
- Possession of any weapons.
- Theft of property of the school, staff, or other student.
- Fighting or assaulting any person.
- Conducting demonstrations which interfere with the operation of the school.
- Intentional damage to or destruction of school property or the property of school personnel or a fellow student.
- Serious verbal abuse or use of profanity or obscenity to school personnel or a fellow student.

## **EXPLANATIONS AND TERMINOLOGY RELATED TO DISCIPLINARY POLICIES, PROVISIONS, AND MEASURES**

### **Alcoholic Beverages**

Students in possession, in possession by consumption, or otherwise under the influence of any alcoholic beverage while at school or school activities will be subject to suspension from school for five to ten school days. Repeat offenders may be recommended to the Board of Education for expulsion.

Students in possession, in possession by consumption, or otherwise under the influence of any alcoholic beverage while at school or school activities will be subject to suspension from school for five to ten school days. Repeat offenders may be recommended to the Board of Education for expulsion.

### **Anti-Gang Policy**

Students are prohibited from engaging in gang activity. A “gang” is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity including, but not limited to:

- Wearing, using, distributing, displaying, or selling of any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang,
- Committing any act or omission, or using any speech, either verbal or non-verbal, (such as gestures or handshakes), showing membership or affiliation in a gang, and
- Using any speech or committing any act or omission in furtherance of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing and other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion not to exceed 2 calendar years

### **Care of Property**

The generous gift of a well-equipped school building by the citizens of our communities to its students requires an equally generous response on the part of all students in caring for the property. The students are expected to use the building and its equipment and furnishings carefully and to keep the building and grounds neat and clean. An assessment may be charged if damage is willful or deliberate. When appropriate, disciplinary action may be initiated.

### **Controlled Substances**

Any student in possession or under the influence of any legally controlled substance (**including, but not limited to, accessory paraphernalia, any types of inhalants and the like**), except those specifically prescribed for the student by a licensed medical authority, while at school or school activities will be subject to suspension from school for three (3) to ten (10) days. Repeat offenders may be recommended to the Board of Education for expulsion.

Provisions of this section shall also apply to any substance purported or represented to be a legally controlled substance.

No person may use, possess, sell or distribute alcohol or other substances, nor use or possess paraphernalia for the purpose of illicit/inappropriate drug use on school grounds or at school-sponsored events. The term “alcohol, drugs, and other substance” shall be construed throughout this policy to refer to the use of all substance including, but not limited to: alcohol, all forms of tobacco, inhalable substances (including gases, solvents, butane, propane, adhesives), marijuana, medical marijuana, cocaine/crack, LSD, PCP, amphetamines, heroin, methadone, scheduled narcotics, steroids, herbal stimulants, herbal euphorants look-a-likes and any substance commonly referred to as “designer drugs”. The inappropriate and/or illegal use of prescription and over-the-counter drugs shall also be prohibited. Prescription medication for personal use shall be allowed only under the supervision of school medical personnel, with written orders from a physician. State and local ordinances apply to students and employees alike.

## **Drug Abuse**

In case of suspected drug or drug related problems, students and/or parents should initially contact the school social worker or the principal. However, if students and /or parents prefer, they may contact a teacher, school psychologist, social worker, a drug crisis center, Youth Service Bureau, or hospital. Parents of all students, regardless of age, should be informed of a situation in which drugs have been abused.

*Listed below are a few recommended community services and resources:*

Crisis Hot Line - 1-800-892-8900.

Youth Service Bureau - (815) 338-7360

Family Services and Community Mental Health Center for McHenry County - (815) 385-6400

## **Gum**

Chewing gum is prohibited.

## **Fighting**

Physical combat is not an appropriate solution to conflicts that arise between or among students. Fights in school or in the vicinity of school grounds are dangerous to persons and property, disruptive of the educational program, and therefore will not be tolerated. In addition, **students who instigate or promote fights** between or among other students will be subject to disciplinary action. If students are found fighting, all participants will receive consequences.

## **Fireworks**

Possession or use of any type of explosive or incendiary device is not permitted at any time in the school building, school grounds, or on school buses. This includes all cap-like noise-making devices, whether or not prohibited by law, and all fire producing products such as lighters and matches.

## **Harassment of Students Prohibited**

### ***Bullying, Intimidation, and Harassment Prohibited***

No person, including a District employee or agent, or student shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, teen dating violence, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's education performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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



### ***Sexual Harassment***

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

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

The terms "intimidating", "hostile", and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

#### *Nondiscrimination Coordinator:*

Name	Tom Lind
Address	4213 US Highway 12, Richmond, IL 60071
Telephone No.	815/678-4242

#### *Complaint Manager:*

Name	Tom Lind	
Address	4213 US Highway 12, Richmond, IL 60071	
Telephone No.	815/678-4242	

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

#### **P.D.A. (Public Display of Affection)**

Students are expected to display self-discipline and high personal standards of courtesy, decency and honesty. We are defining a Public Display of Affection as any student engaged in a relationship type situation showing inappropriate behavior on school property. The students may be referred to the school social worker/psychologist, parents will be called, and disciplinary action will be decided on at that time.

#### **Sale or Delivery of Alcoholic Beverages or Controlled Substances**

Students who sell or deliver any alcoholic beverages or legally controlled substances (**including, but not limited to, accessory paraphernalia, and the like**), to other students while at school or school activities will be subject to suspension from school for three to ten school days and a report will be filed with the Police Department. In addition, an expulsion recommendation may be made to the Board of Education. Provisions for this section shall also apply to any substance purported or represented to be an alcoholic beverage or a legally controlled substance.

#### **Search and Seizure**

To maintain order and security in the schools, school authorities are authorized to conduct 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 Superintendent 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.

#### ***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 District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness; and
- by a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

### ***Seizure of Property***

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

### **Smoking**

Students are not permitted to smoke, handle, exchange, or otherwise possess or display cigarettes, other tobacco products, or other smoking materials at any time in the school building, on school grounds, on school buses, or on public or private property in the vicinity of the school and will be subject to suspension from school for one to three days for the first offense of this rule. Subsequent offenses will be a ten-day suspension and an expulsion recommendation may be made to the Board of Education.

Public Act 89-181, prohibits without exception, the use of tobacco on all school property. Tobacco may not be used at any time or any place including, without limitation, grounds outside of school buildings, before or after regular school hours, or on days when school is not in session.

### **Weapons**

A student who is determined to have brought one of the following objects to school any school sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant the exception to this policy, upon prior request of a parent/guardian.

### ***Required Notices***

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency,

State Police, and an involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **Vandalism**

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts that cause damage to school property.

## **DISCIPLINARY MEASURES**

### **Expulsion & Suspension**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential measures include, without limitations, any to the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities from a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes", alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program. Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### ***Suspension Procedures***

The following are suspension procedures:

1. Before suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version.
2. Prior notice and hearing, as stated above, is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall contain a statement of the reasons for the suspension and a notice to the parent(s)/guardian(s) of their right to review the suspension. Also, a copy of the notice shall be given to the Board of Education.
4. Upon request of the parent(s)/guardian(s), a hearing shall be conducted by the Board of Education or a hearing officer appointed by it to review the suspension. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

### ***Expulsion Procedures***

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

### **Grievance Procedures**

#### ***Teachers:***

- Step 1: Discuss the problem with the teacher.
- Step 2: If the problem is not resolved in Step 1, discuss it with the Principal.
- Step 3: If the problem is not resolved in Step 2, discuss it with the Superintendent
- Step 4: If the problem is not resolved in Step 3, discuss it with the Board of Education.

#### ***Principal:***

- Step 1: Discuss the problem with the Principal.
- Step 2: If the problem is not resolved in Step 1, discuss it with the Superintendent.
- Step 3: If the problem is not resolved in Step 2, discuss it with the Board of Education.

#### ***Superintendent:***

Step 1: Discuss the problem with the Superintendent.

Step 2: If the problem is not resolved in Step 1, discuss it with the Board of Education.

***Procedures:***

Any complaint that goes to the Board of Education must be submitted in writing. Complainant's must follow all the steps in sequence. These procedures are designed to insure that all complaints are processed fairly and equitably. The Board of Education, Superintendent or Principal will not be involved in any complaint until all the steps have been followed.

**Misconduct By Students With Disabilities**

***Behavioral Interventions***

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption and/or presentation to the Board or at the time an individual education plan is first implemented for a student. All students shall be informed annually of the existence of this policy and the procedures.

***Discipline of Special Education Students***

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. 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.

***Suspension and Expulsion***

The following procedure shall be used when a student with a disability is alleged to have engaged in disobedience or misconduct:

***I. Suspension for a Cumulative Period Not to Exceed 10 School Days in Any School Year***

The District's regular suspension procedures shall be used to suspend a student with a disability, as long as the District does not invoke a series of suspensions creating a pattern of constituting a change in placement.

***II. Suspension Beyond 10 Days, or Expulsion***

A. The District shall promptly notify the student's parent(s)/guardian(s) of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

1. That the IEP team shall meet as soon as possible, but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct; and
2. That the student's parent(s)/guardian(s) are requested to attend the multidisciplinary team meeting and the date, time and location of the meeting.

B. IEP Team Determination

The IEP team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

- C. The Board may not expel a disabled student if the IEP team determines that the student's gross disobedience or misconduct is causally related to the student's disabling condition. The IEP team is responsible to address placement changes which may be appropriate in light of misconduct found to be disability-related.

Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. If so, if the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.

### ***Possession of a Firearm***

In accordance with the above procedures, the Board may take one or more of the following steps when a student with a disability brings a firearm to school:

1. Suspend the student from school for 10 schools days or less.
2. Convene an IEP team to consider placement in an interim alternative education setting for up to 45 calendar days. If the parent(s)/guardian(s) disagree with the alternative educational placement or with the District-proposed placement, and the parent(s)/guardian(s) initiate a due process hearing, the student must remain in the alternative educational setting during the authorized review proceedings, unless the parent(s)/guardian(s) and the District agree on another placement.
3. Convene an IEP team to determine whether or not the bringing of a firearm to school was a manifestation of the student's disability. If the student's conduct is a manifestation of the student's disability, the District may initiate a change in placement. If the student's conduct is not a manifestation of the student's disability, the District may expel the student under the District's discipline policy.
4. Seek a court order to remove the student from school to change the student's current educational placement if the District believes that the student's continued presence in the classroom is substantially likely to result in injury to the student or to others.

## **TRANSPORTATION**

### **BUSING REQUIREMENTS**

Bus service is provided free for all students who live outside a 1 1/2-mile radius. Students living within this radius may ride the bus at a minimal cost per year. If you have any concerns or questions about the busing, please call transportation at (815) 678-2232.

A parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

### **GUIDELINES FOR ALL STUDENTS**

Safe transportation for your child is our primary concern. Safe transportation means getting your child on the right bus and letting the child off at the proper stop. If transportation is given incorrect

information or if parents expect a change in routing, your child could be put off at an incorrect bus stop.

Whenever possible, emergency situations will be met, but parents should have an alternate plan.

- Baby-sitting arrangements during the school year will be met if:
  - Baby-sitter is on an existing route.
  - Bus capacity allows it.
- After the start of the school year, you must allow three (3) days for any changes to be implemented. Requirements of transportation changes are:
  - Parent/Guardian must submit written request of change to the school office for approval.
  - When approval is received, both the parent/guardian and transportation are to notify the school.
- Any transportation arrangements made for your child are in effect every day without any variation. A variation in schedules can become confusing to a driver transporting many children with different schedules. A child could be dropped off at an incorrect address on an incorrect day. ***Customized bus service is not allowed.***
- No child may get off his/her bus at a place other than his/her designated stop. Any child boarding a bus in the a.m. at any other stop than his or her designated stop will be reported to the school administration.
- No child may ride a bus other than his/her own except in an emergency.
- When loading the bus:
  - If it is necessary to cross the road, wait for the driver's signal to cross. Look both ways after the signal and cross in front of the bus at a distance adequate for the driver to see you over the hood.
  - Enter the bus, move quickly, and go to your assigned seat.
  - Always walk (do not run) when crossing the road.
- When unloading the bus:
  - When leaving, go directly to the shoulder of the road.
  - Go directly home after leaving the bus.
  - If it is necessary to cross the road after getting off the bus, walk on the shoulder toward the front of the bus far enough to enable you to see the driver and for the driver to see you. Wait for the driver's signal and then cross in front of the bus. Never cross behind the bus.
- While at the bus stop, students should line up in single file on the shoulder of the road:
  - There is to be no pushing, hitting, or throwing of objects (rocks, snowballs, clothing, books, etc.).
  - Students should respect the property of individuals around the bus stop.

### **PRIVATE TRANSPORTATION**

A student may accept private transportation to or from school only as arranged by their parents. Parents may call the office or send a signed note regarding any changes in transportation arrangements.

### **RESPONSIBILITIES OF PARENTS:**

The responsibilities of parents whose children are transported on school buses include:

1. Insure that their children arrive at the bus stop on time for pick-up.
2. Provide necessary protection and supervision of their children when going to and from the bus stop.



3. Accept joint responsibility with the school for the review of the bus safety rules with their children to insure proper conduct for the safe transportation of all involved.
4. Make reasonable efforts to understand and cooperate with those responsible for pupil transportation.
5. Report observed violations of bus safety rules to the Transportation Director.
6. Responsible for transporting students to and/or from extra-curricular activities, scouts, parties, everyday visiting, and any other personal activity. (No change of bus is permitted for such activities.)
7. At drop off time, kindergarten students must be met at the stop by a parent.

#### **RESPONSIBILITIES OF STUDENTS:**

1. To occupy the seat chosen by the bus driver and refrain at all times from moving around on the bus once a student is seated.
2. To be respectful and courteous to drivers and fellow students at all times.
3. To behave in a responsible manner similar to what is expected in a classroom situation. Normal conversation is allowable.
4. To be at the designated bus stop at the time given on the bus schedule. The driver is responsible for maintaining the schedule and should not be expected to wait for tardy pupils.

#### **RIDER EXPECTATIONS (These rules apply to students, staff members, and chaperones.)**

1. Do not arrive at bus stops later than five minutes before the designated pick-up time.
2. Stay completely off the road while waiting for the bus.
3. Always wait for the bus to come to a complete stop before attempting to get on or off.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the bus driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus.
8. Do not throw anything out the bus window.
9. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
10. Be absolutely quiet when approaching a railroad-crossing stop.
11. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment. Parents will be liable for the vandalism of their children.
12. Assist in keeping the bus safe and sanitary at all times. NO EATING, DRINKING, OR GUM CHEWING IS ALLOWED ON THE BUS.
13. Alcoholic beverages, drugs, artificial drugs, tobacco products, lighters, and matches are prohibited from possession or use on or around the bus.
14. There is to be no glass of any type allowed on the bus.
15. No knives or guns of any kind are to be taken on the bus (this includes water pistols).
16. Profane language or fighting is unacceptable behavior.
17. Put all waste paper in the waste container as you enter or leave the bus. Buses are to be kept clean at all times.
18. Raising and lowering of the bus windows is only allowed with the permission from the driver.
19. Place musical instruments where the driver instructs them to be placed. Large instruments may be required to be picked up by a parent due to the crowding on a bus.
20. For the safety of all, parents are requested not to drive or park in the bus lineup or exit area. This also assists in keeping the bus arrivals and departures on schedule.

21. Only assigned riders may ride the bus.
22. Parents must transport children to and from parties, everyday visits, organizational meetings, etc.
23. Carry no animals on the bus; this includes reptiles and insects (dead or alive).
24. Keep books, packages, coats, and all other objects out of the aisles.
25. Leave no books, lunches, or other articles on the bus.
26. Be courteous to fellow pupils and the bus driver.
27. Help look after the safety and comfort of smaller children.
28. Do not ask the driver to stop at places other than the regular bus stop; the driver is not permitted to do this except by proper authorization from the school office. Once a child boards a bus, he/she will not be permitted to leave the bus without school authority.
29. Radios, cassettes, tape recorders, MP3 players, iPods, or any electronic devices are not allowed to be played on any bus at any time.
30. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
31. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
32. All students will have seats assigned by the driver and will be responsible for the condition of that seat.
33. No students of the opposite sex will be allowed to sit together without the driver's permission.
34. Items such as key chains and toys that hang from book bags are not permitted. These items have a tendency to swing uncontrollably striking others, damaging seats, and catching on other items.
35. Skateboards, roller blades, and roller skates brought to school for special events must be bagged.

**\*\*Buses are equipped with video cameras for the purpose of monitoring student behavior.**

The student's parents are notified about their child's misconduct and about the possible disciplinary action to follow. If a rider is reported by the driver for disobeying these rules, the following actions may be taken:

1. Written warning.
2. First Bus Violation may require an after school detention.
3. Second Bus Violation may require a bus suspension.
4. Third Bus Violation may require five-day bus suspension.
5. Fourth Bus Violation may require permanently losing the privilege of riding the bus.

Please note: Absence from school will not constitute a bus suspension.

If a rider is reported by the driver for engaging in any of the following acts, the rider may be suspended from riding the bus for two (2) weeks:

1. Swearing at or threatening a bus driver
2. Throwing any object(s) on the bus (we consider age appropriateness)
3. Fighting on the bus
4. Possession of guns/knives

A second offense of any of the behaviors listed above will result in permanently losing the privilege of riding the bus.

Any gross offense may result in permanent removal of the rider for the remainder of the year.

Parents will be responsible for getting their child to and from school during the disciplinary period.

August 19, 2019	Monday	1st Day of School - Kindergarten - 5th Grade
September 2, 2019	Monday	NO SCHOOL - Labor Day
September 13, 2019	Friday	<b>Early Dismissal - 11:45</b>
October 11, 2019	Friday	NO SCHOOL - Teacher Institute Day
October 14, 2019	Monday	NO SCHOOL - Columbus Day
October 22, 2019	Tuesday	End of 1st Quarter
November 13, 2019	Wednesday	<b>FULL DAY OF SCHOOL FOR STUDENTS</b> Parent Teacher Conferences (4:00-8:00)
November 14, 2019	Thursday	<b>EARLY DISMISSAL - 11:45</b> Parent Teacher Conferences (12:30 - 8:00)
November 15, 2019	Friday	NO SCHOOL/Non Attendance Day
November 27, 2019	Wednesday	NO SCHOOL/Thanksgiving Break
November 28, 2019	Thursday	NO SCHOOL/Thanksgiving Break
November 29, 2019	Friday	NO SCHOOL/Thanksgiving Break
December 13, 2019	Friday	<b>Early Dismissal - 11:45</b>
December 23, 2019	Monday	Holiday Break Begins (12/23/19- 01/03/20)
January 6, 2020	Monday	School Resumes
January 10, 2020	Friday	End of 2nd Quarter
January 17, 2020	Friday	<b>Early Dismissal - 11:45</b>
January 20, 2020	Monday	NO SCHOOL/Dr. Martin Luther King Jr. Birthday
February 13, 2020	Thursday	<b>EARLY DISMISSAL - 11:45</b> Parent Teacher Conferences (12:30 - 8:00)
February 14, 2020	Friday	NO SCHOOL - Teacher Institute Day
February 17, 2020	Monday	NO SCHOOL/President's Day
March 13, 2020	Friday	<b>Early Dismissal - 11:45</b>
March 18, 2020	Wednesday	End of 3rd Quarter
March 23, 2020	Monday	Spring Break Begins (3/23/20 - 03/27/20)
March 30, 2020	Monday	School Resumes
April 9, 2020	Thursday	<b>Early Dismissal - 11:45</b>
April 10, 2020	Friday	NO SCHOOL - Non Attendance Day
April 13, 2020	Monday	NO SCHOOL - Non Attendance Day
May 8, 2020	Friday	<b>Early Dismissal - 11:45</b>
May 25, 2020	Monday	NO SCHOOL - Memorial Day
May 28, 2020	Thursday	<b>Early Dismissal - 11:45</b> Last Day/End of 4th Quarter (with no emergency days used)
**June 4, 2020	Thursday	Possible Last Day



**\*\* This calendar includes 5 emergency days. Subtract one for each of the five emergency days not used.**

6/28/2019 Updated

**Richmond Grade School**  
***WHERE EXCELLENCE IS A TRADITION***

5815 Broadway  
Richmond, IL 60071-0429  
Telephone: 815-578-4717 - Fax 815-678-2279

Lisa Kuhl, Principal  
Tom Lind,, Ed, D., Superintendent  
Denise Levendoski, Business Manager  
District website: [nippersinkdistrict2.org](http://nippersinkdistrict2.org)

Dear Parent:

In accordance with ESEA Section 1111 (h)(6) *PARENTS RIGHT-TO-KNOW*, the Nippersink School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have any questions, please feel free to contact your district superintendent Dr. Tom Lind, at the following phone number 815-678-4242.

Sincerely,

Tom Lind, District Superintendent