

WELCOME TO NIPPERSINK SCHOOL DISTRICT #2

Administration

Tom Lind Ed. D., Superintendent
Denise Levendoski, Business Manager
Mr. Tim Molitor, Principal
Ms. Desiree Richards, Associate Principal

Board of Education

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

The Board of Education cordially invites citizens to attend the Board of Education Meetings, which are scheduled to meet at 7 p.m. usually on the fourth Wednesday of each month.

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

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: 815-678-2810
www.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
www.nippersinkmiddleschool.org
School Colors: Royal Blue and White
School Mascot: Knights

Richmond Grade School

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

Spring Grove Elementary School

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

Richmond Burton Community High School

Tom Lind, Superintendent
Patrick Enright, Principal
8311 N. Rt. 12
Richmond, IL 60071
Telephone: 815-678-4525
Fax: 815-678-4324
www.rbchs.com
School Colors: Burgundy, Gold and White
School Mascot: Rockets

Important Telephone Numbers & Web Addresses

Richmond Burton Transportation: 815-678-2232
MaryBeth Tibbs, Director
Violence Hotline: 800-477-0024
McHenry County Crisis Line: 800-892-8900
School Closings:
www.star105.com

SCHOOL DISTRICT #2 HANDBOOK GRADES 6-8

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.

District 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 Middle School Mission Statement

The mission of Nippersink Middle School is to enhance, through education, the unique characteristics of middle school students and to guide them as they achieve their intellectual, inter-personal, and physical potential as lifelong learners.

Nippersink Middle School is committed to accomplishing this goal by:

- Involving parents and the community by establishing a shared vision in the learning process
- Aligning units and lesson plans with the Illinois Learning Standards
- Adapting classroom activities to meet the needs of all students
- Setting clear expectations of students' work and behavior

STUDENT HANDBOOK

The Principal, 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.

“Knowledge Is Our Armor”

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WELCOME TO NIPPERSINK MIDDLE SCHOOL

We welcome you as a member of our school and we hope your experiences here will be happy and rewarding. Nippersink Middle School is a community in which students; teachers and administrators work together to attain educational goals. The rules and regulations of the school are the expectations of the community. As a citizen of this community, you are expected to follow the rules that are established for the welfare of the entire student body. All those enjoying the rights of the school community must also accept the responsibilities.

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of Nippersink School District #2 that its educational and extra-curricular programs, activities, services, and benefits will be provided to students without discrimination on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law.

Nippersink School District #2 does not discriminate on the basis of actual or potential marital or parental status, and no student in the district shall be subjected to sexual intimidation or sexual harassment by any school employee, by any students, or by the effect of any school policy or practice.

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.

ABUSED AND NEGLECTED CHILD REPORTING ACT

It is the policy of this school district to fully comply with the Abused and Neglected Child Reporting Act ("Act") (Ill. Rev. Stat., ch. 23, par. 2051 et seq.) All teachers, administrators, nurses, social workers, psychologists, and school personnel with similar responsibilities (hereafter "employees") having reasonable cause to believe a child known to them in their professional or official capacity may be an abused or a neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services ("DCFS"). Employees shall also cooperate in the investigation of such cases.

The administration of this school district shall abide by regulation to govern compliance with the Act under this policy.

DAILY SCHEDULES

OFFICE HOURS

The school is open from 7:00 A.M. to 3:45 P.M. each school day. Please feel free to leave a message on our voicemail at any other time. The school's phone number is (815) 678-7129 and the fax machine is (815) 678-7210.

SCHOOL SCHEDULE

7:40 A.M. Buses Arrive

7:45 A.M. Classroom Check In

	Grade 6	Grade 7	Grade 8
Period 1	7:45-8:30	7:45-8:30	7:45-8:30
Period 2	8:33-9:15	8:33-9:15	8:33-9:15
Period 3	9:18-10:00	9:18-10:00	9:15-10:00
Period 4	10:03-10:45	10:03-10:45	10:03-10:45
Period 5	10:48-11:30	10:48-11:48	10:48-11:30
Encore/Lunch		(E,B,C/L)	
Period 6	11:33-12:33	11:51-12:33	11:33-12:15
Encore/Lunch	(E,B,C/L)		
Period 7	12:36-1:18	12:36-1:18	12:18-1:18
Encore/Lunch			(E,B,C/L)
Period 8	1:21-2:03	1:21-2:03	1:21-2:03
Period 9	2:06-2:50	2:06-2:50	2:06-2:50

(E,B,C/L) – Encore, Band, Choir/Lunch

2:50 P.M. Buses Depart

ADMISSION OF PUPILS

Parents are required to furnish a legal birth certificate for proof of their child's birth date upon entrance into the school system.

ASSIGNMENT OF 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 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

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 a written request to the Principal by June 1, and must include specific reasons for the request. The request will be approved if they are for reasons related to the special needs of the student.

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.

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.

We receive a multitude of requests every year to distribute athletic or club information for sign-ups, camps, or special activities. This information will be made available to students in the main office.

EMERGENCY CLOSING OF SCHOOLS

When necessary, the Director of Transportation evaluates road conditions early each day, and a decision to close the schools because of inclement weather will be made prior to 6:30 A.M. each day and generally before 6:00 A.M. The only exception to this rule would be those times when school would be in session and become shortened because weather conditions become worse.

PLEASE DO NOT CALL THE SCHOOL. Please be prepared for emergency closings. School closings are broadcast on STAR 105.5 FM and via Skylert

A severe winter storm throughout the Chicago area may tie up phone lines to the Chicago radio stations. We often find that our Crystal Lake FM station at 105.5 is the first station to be reached and the first to get the word out in a severe storm.

Because of the 6:30 A.M. decision time, any telephone calls concerning school cancellation made in the afternoon or evening hours would be useless. Please try to aid the Administration in relating this news to the public by not calling Nippersink School District #2 for information during snowstorms. It is most important that all telephone lines be kept open for instant communication on weather conditions.

EMERGENCY MIDDAY 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.

EVERY STUDENT SUCCEEDS ACT (ESSA)

I. 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:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see Standardized Testing in handbook.

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.

III. 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 nippersinkdistrict2.org.

IV. 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. The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because 6-8 grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

V. Student Privacy

Students have certain privacy protections under federal law. For additional information, see student records section in handbook.

VI. 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.

VII. Homeless Students

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

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

FEES

The following is a list of fees for the school year. All fees are per student.

Registration Fee	\$100.00
Technology Fee	\$ 10.00
Science Fee	\$ 15.00
Co-Ed Cross Country/Co-Ed track	\$ 50.00
Girls Volleyball/Basketball/Cheerleading	\$ 50.00
Boys Basketball/Wrestling	\$ 50.00
Intramural Fee (no family cap)	\$ 25.00
	(per activity)
Fine Arts/Drama (For Club participation)	\$ 50.00
Transportation Fee	\$ 18.00
(If you live within 1.5 miles of school and want bus transportation)	

- Sports, Intramural Activities, Clubs, Field Trips, etc. will be charged to students at the time of the activity.
- Families demonstrating financial hardship may request a waiver of student fees. Please contact the building principal for this consideration.

Waiver of Student Fees

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school 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:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- unemployment;
- Emergency situations;
- When one or more of the parent(s)/guardian(s) are involved in a work stoppage.

The parent(s)/guardian(s) will be contacted promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

Pursuant to the Hunger-Free Students' 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.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

FREE AND REDUCED-PRICE FOOD SERVICES

Notice

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

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) its application process, and (3) other information required by federal law. The Superintendent shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. 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 payments, which 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 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.

LOST AND FOUND

Lost and found items may be turned in at the front office. The following items may be turned in or claimed: textbooks, personal books, notebooks, clothing, shoes, boots, etc.

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

When parents, visitors, and volunteers wish to enter the building beyond the school office area, they will be required to present a valid state-issued ID to be entered into the V-soft system.

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.

The 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.

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. If you do not want your child included in local publications, please submit your request in writing to the office of the building principal.

REGISTRATION INFORMATION

Parents of students attending Nippersink Middle School are expected to take part in online registration as well as attend walk in registration which will occur in August. Advance notice for registration dates is announced through each school's monthly newsletter, on the school web site, 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.

SCHOOL LOCKERS

Lockers are school property and limited use is granted to students. Items that can be placed in lockers are clothing, books, school supplies, and lunches. Students may place personal items in school lockers which they are legally entitled to have in their possession and which are not in violation of school rules or school policy. The administration has the right of responsibility in making locker assignments. The school administration also has the right of access to

inspect for missing items and/or cleaning purposes or when it is felt a clear danger to health or safety exists. Lockers will also be inspected when there is reasonable suspicion that the locker contains material that students would not be legally entitled to have in their possession or would be in violation of school rules or school policies.

School officials may obtain items from a student's locker upon request, such as homework, gym clothes, personal items, etc.

Any damage done to lockers is the financial responsibility of the student

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 school 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 law grant students and parents(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' parents(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, gender, 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

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

The District shall grant access to student records as follows:

1. Neither the District nor any of its employees shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.
2. The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 10 days of the District's receipt of such a request.

Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless the District has actual notice of a court order indicating otherwise. The District shall send copies of the following to both parents/guardians at either's request, unless the District has actual notice of a court order indicating otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses, graduations, and other major school events including pupil-parent/guardian interaction.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to parent(s)/guardian(s) become exclusively those of the student.

Access shall not be granted the parent(s)/ guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which were placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements.

3. The District may grant access to, or release information from, student records without parental/ guardian consent or notification to District employees or officials or the Illinois State Board of Education, provided a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need.

4. The District may grant access to, or release information from, student records without parental/ guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/ guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

5. The District shall grant access to, or release information from, a student's records pursuant to a court order, provided that the parent(s)/ guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. 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 student's parent(s)/guardian(s).

6. The District shall grant access to, or release information from, any student record as specifically required by federal or State statute.

7. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student stating to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy is mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the Building Principal shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.

8. The District may release student records to the Building Principal of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official.

9. Prior to the release of any records, or information under items 6 and 8 above, the District shall provide prompt written notice to the parent(s)/ guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release is under 6 above and relates to more than 25 students, a notice published in the newspaper is sufficient.

10. The District may release student records or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Building Principal shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to which the release was made, and the purpose of the release.

11. The District shall grant access to, or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court.

12. The District shall grant access to, or release information from student records, to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member, provided that:

- a. The committee member is a State or local official or authority,
- b. The disclosure concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any other party except as provided under State law without the prior written consent of the student's parent(s)/guardian(s),

- c. The disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987, and
- d. The release, transfer, disclosure, or dissemination consistent with the Family Educational Rights and Privacy Act.

13. Upon their request, military recruiters and institutions of higher learning shall have access to secondary students' names, addresses, and telephone listings, unless an objection is made by the student's parent(s)/guardian(s). The Building Principal or designee shall notify parents/guardians that they may make this objection.

14. The District charges \$.15 per page for copying information from a student's records after the initial 50 pages. No parent(s)/guardian(s) or student shall be precluded from copying information because of financial hardship.

15. Except as provided below, a record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, Building Principal, or other person. The record of release shall include:

- a. Information released or made accessible.
- b. The name and signature of the Building Principal.
- c. The name and position of the person obtaining the release or access.
- d. The date of the release or grant of access.
- e. A copy of any consent to such release.

No record of a disclosure is maintained when records are disclosed according to the terms of an *ex parte* court order.

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.

Directory Information

The District may release certain directory information regarding students, except that a student's parent(s)/guardian(s) may prohibit the release of the student's directory information. Directory information is limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

The notification to parents/guardians and students concerning school records will inform them of their right to object to the release of directory information.

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. Cell phones cannot be used at Nippersink Middle School during the school day. **Cell phones must be turned off during school hours and kept out of sight.**

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 will result in fines. Lost textbooks must be paid for. Students are responsible for the books they are issued. Students should cover all their textbooks with book covers.

TRANSFER INFORMATION

1. Pupils transferring out of Nippersink School District #2 should notify their teachers and building secretary at least three (3) days in advance. On the last day of attendance the child will be given a withdrawal form that needs to be signed by his/her teachers and various other staff members. 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.
2. When a student transfers out of Nippersink School District #2 into another school district, the parents will be mailed a material refund only if his or her material fee was previously paid. The refunding is handled after all books and school materials have been returned and all obligations to Nippersink School District #2 are in order and completed. No refunds are made if a student transfers out May 1 or later.

Pupils transferring into Nippersink School District #2 during the school year will be requested to register. Pupils transferring during the summer should pre-register prior to the general registration in August. Parents will be requested to complete a release form for records to be sent to their previous school.

VISITOR PARKING

Visitors should not park in front of the building BEFORE 8:00 a.m. and from 2:00 - 3:00 p.m. This is to allow buses to pick up and drop off students safely, stay on time, and not cause unnecessary traffic problems while waiting for visitors to move their cars. Visitors may park in front of the school on the west side of the parking lot between 8:00 a.m. and 2:00 p.m. and after 3:00 p.m. Please do not enter or leave the parking lot while buses are present. Once buses have left, parents coming to pick up their child or attending sporting events may use the parking spaces in front of the school.

ATTENDANCE AND TRUANCY

Illinois law requires that whoever has custody or control of any child between six (by September 1st) 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 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, 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.

If your student leaves school before 10:00 a.m. he/she will be considered absent for a full day. If your student leaves after 10:00 a.m., he/she will be considered absent for a half day. If your student leaves after 2:25 p.m., he/she will be considered present a full day.

If your child arrives before 9:15 a.m., but after the first bell, he/she will be considered tardy: after 9:15 a.m., he/she will be considered a half day absent in school. A student must arrive at school by 11:30 a.m. in order to be counted as having attended a half day of school. The student must be in attendance at least half of a day in order to participate in after school events such as dances and sports contests.

Parents should note that State funding for education is directly related to student attendance. Please make every effort to have your child in school every day.

LEAVING SCHOOL EARLY

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.

All students checking out early must be picked up in the office, and the parent or guardian must sign the student out. If the student returns to school, report to the office, sign your child back into school, and your child will receive a re-admission pass.

REPORTING A STUDENT'S ABSENCE

When a student is absent, a parent or guardian must call the school at (815) 678-7129 before 9:00 a.m. to report the child's absence. This report **MUST** be made for each day or partial day of absence. It is acceptable to report a student's absence on the school's voice mail system. If the school office has not been contacted, school personnel will be calling the parent, guardian at home, or work to confirm the absence of the student for the day within 2 hours of the student's absence from school. Written notes from parents are not required.

Students who are absent due to illness for three (3) or more consecutive days are required to bring a medical excuse signed by a doctor indicating the student was under a doctor's care. If you wish to contest an absence you must do so within 20 school days from the date of the absence.

Pupils who are absent from school are required to make up all assigned work. If it is known to a parent that a student is to be absent two consecutive days, a parent/guardian may make arrangements to have the make-up work sent home or picked up. The list of assignments and necessary books can be picked up between the end of school and 3:45 p.m. by the parent or another student in the school office. Please inform the office personnel of this request when you call the office to inform them of the absence. All requests, like absenteeism, must be called in by 9:00 a.m.

TARDINESS TO SCHOOL

Students who come late to school cause unnecessary interruptions to the learning environment.

1. If a student is not in his/her first class at 7:45 a.m. he/she must check in at the main office before he/she reports to any class.
2. Students will be given a tardy notice 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 disciplinary action.
4. Students who are tardy multiple times in a quarter due to doctor or orthodontist appointments may be required to bring a medical excuse signed by a doctor.
5. Three unexcused tardies per quarter, such as oversleeping, missing the bus, parents running late, or failure to check in when the student is tardy, will result in an after-school detention. A 4th tardy will result in another after school detention. A 5th tardy will result in a two hour Saturday detention and possible parent conference. Every tardy thereafter will result in detention time as determined by the school administration. Each student will start every quarter with zero tardies.

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 required to consult the principal and teachers 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 re-emphasize 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.

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.

In accordance with this section of the Illinois School Code, Nippersink Middle School will communicate with parents or guardians if absences or tardies (either excused or unexcused) become frequent.

A student is considered to be "truant" when absent for a school day without valid cause.

A student is considered a "chronic truant" when absent for 5% (9 days) or more of the previous 180 regular attendance days without valid cause.

Chronic truants will be referred to the McHenry County Regional Superintendent's Office in accordance with current procedures established by the McHenry County Truant Officer. **This standard also includes summer school attendance, if applicable.** Appropriate school discipline will also be issued.

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.

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

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

1. Student conferences
2. Behavior/attendance contracts
3. Alternative education
4. Referral to local social services
5. Parent conferences
6. Letter and/or telephone call to parent
7. Changes in class schedule
8. Home visit (Social Worker/Guidance Counselor)
9. Appropriate special education staffing and/or placements

HOMEBOUND INSTRUCTION

In cases of extended absence due to serious illness or injury, parents must provide a written statement from a physician prior to home and hospital instruction. The total length of absence must be at least two weeks (10 school days).

Academics & Curriculum

GRADING POLICY/HONOR ROLL

Description	Values		
	Number	Letter	Point
Superior Work	90-100	A	4
Above Avg. Work	80-89	B	3
Satisfactory Work	70-79	C	2
Below Avg. Work	60-69	D	1
Unsatisfactory Work	59-Less	F	0

Skill areas have been identified within each subject area and an assessment will be provided regarding student achievement.

Teachers will provide additional information and clarification to the grading procedures at the start of the school year. Curriculum Night will be utilized to share the assessment procedures. Please feel free to contact the administration or teacher regarding any questions you may have pertaining to assessment and grading.

Honor Roll

The honor roll in the middle school has two levels based on the grade point average in all required subjects areas. (Excludes band and chorus)

- High Honors 4.0
- Honors 3.5 -3.99

CURRICULUM APPEAL PROCEDURE

Persons with concerns regarding curriculum, instructional materials, and programs should complete a curriculum objection form and use the Uniform Appeal Procedure. 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.

GIFTED

Nippersink Middle School recognizes the gifted student as one who possesses General Intellectual Ability and/or Specific Academic Aptitude which is superior to that of other students in the school to the extent that he/she needs and can benefit from specifically planned education services. Nippersink Middle School offers advanced classes in the areas of Math (Grades 6 through 8), Science (Grades 7 and 8), and Language Arts (Grades 6 through 8). The Advanced Language Arts students participate in the Future Problem Solving Program. Students will participate in competitive teams. Successful competitive teams have the opportunity to compete with teams from other schools from this region and throughout the state. There is a fee associated with participation on a competitive team.

Each year all students are reviewed for entry into the advanced program. Eligibility is based on a combination of the following measures: student performance on the Scantron Performance Series, student performance on a subject-specific placement test, student performance in the specific subject area the previous year, and teacher recommendation. Students meeting all selection criteria will be eligible to participate in the program. Participating students are expected to meet demands of the advanced program to ensure continued participation for the school year.

HOMEWORK GUIDELINES AND EXPECTATIONS

Definition of Homework

Homework is defined as out-of-class tasks assigned to students as an extension or elaboration of classroom work.

Homework consists of activities designated by the teacher to be done outside the regular classroom in order to further the educational pursuits of the curriculum. Homework as referred to in this guideline refers to tasks that are

considered appropriate to be assigned to students to be completed in study hall or at home. Homework is not to be considered the completion of work that was expected to be done during the school day. The completion of work that students have neglected to do during regular school setting will add time to the expected normal homework assigned on a regular basis by the teacher.

Purposes of Homework

- Reinforce skills introduced in the classroom
- Achieve mastery of basic learning
- Promote independent in-depth study of chosen topics
- Provide opportunities for broad enrichment activities
- Promote organization and time management skills
- Students are expected to turn in all assignments to prove mastery of knowledge.

Homework Policy

Homework is expected to be completed and turned in on the assigned date and time. If the assignment is not turned in, the following late work policy will be implemented:

- 3 missing assignments will result in the student being assigned a lunch detention
- 4-5 missing assignments will result in the student being assigned an after school detention and/or assigned to homework help.
- Chronic homework completion issues or failure to pass academic classes will result in a Saturday detention

Summary - It is a goal of the District 2 Homework Guideline to encourage students to extend the learning environment from the classroom into their homes. It is the purpose to unite with parents in sharing some of the topics that are being discussed and learned in the classroom. This effort by students and their families contribute to the raising of expectations for the performance of the individual students and the entire school system.

PHYSICAL EDUCATION PROGRAM

Physical Education is an integral and required part of the entire educational curriculum. Nippersink Middle School provides physical education for students in grades sixth through eighth to complement the entire educational process.

Students unable to participate must have a written note from parent(s) stating the reason for the excuse from physical education participation. A parent's note requesting that his/her child be excused from physical education will be accepted for a maximum of three consecutive days. Requests for physical education excuses in excess of three consecutive days will require a note from the child's physician. If the student is excused from participation in physical education, he/she must attend class and observe or carry out instructions provided by the physical education teacher. A child excused from physical education participation is not allowed to participate in interscholastic athletic or comparable physical activities during advisory periods. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request.

Health Class and Family Life/Sex Education Class

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

PROGRESS REPORTS

Midterm Progress Reports will be sent home at the end of the fifth week of each nine-week grading period. The Progress Reports 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

The recent passage of 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.

The standard for the Middle School, grades six through eight, is that students who earn grades of "Unsatisfactory" in at least two of the four core academic subjects will not have demonstrated the proficiency needed to pass into the next grade. These students and their parents have two options:

1. They can elect to have the student retained in the current grade level for the next school year.
2. They can enroll and have the student successfully complete a 90-hour High Intensity Summer bridge program.

Any eighth grade student who does not meet the standard for successful completion of eighth grade will not be promoted and will not be allowed to participate in the graduation ceremony.

There may also be circumstances that would allow students to participate in the graduation ceremony, where they would receive the cover to their diploma, but not the diploma. Their diploma would be issued at a later date, when requirements (such as summer school) are completed successfully.

SPECIAL EDUCATION

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:

Dr. Jackie Miller
(815) 678-4242
4213 US Highway 12
Richmond, IL 60071

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.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

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.

RELIGION IN EDUCATION

The School District's curriculum may include the study of religions as ancillary to studies of human history and development and 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 distributed four times a year in grades 6-8. Parent/Teacher conferences are scheduled twice a year in November and February. Procedures for scheduling parent/teacher conferences are posted in the school monthly newsletter prior to conferences. Additional conferences are optional and can be arranged at other times.

STANDARDIZED TESTS

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

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 students 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.

In April, the state required assessments (PARCC) are administered to sixth, seventh, & eighth graders. April-May, the state required Illinois Science Assessment will be administered to eighth grade students.

SUMMER SCHOOL

Students must successfully complete all courses in which they are enrolled. In addition, his or her academic performance must equal that expected during the regular school year from those students receiving passing grades.

Summer school follows the same standard of attendance as the regular school year. Students may not be absent for more than 5% of the summer school session to earn credit for attending summer school.

HEALTH AND SAFETY

ACCIDENT REPORTS

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 automatically be sent home to the parent/guardian.

ADDRESSES AND PHONE NUMBERS

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

ADMINISTERING MEDICINES TO STUDENTS

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 requires administration of the product during school hours.

Please take all medications to the school nurse. Before 9:30 a.m. and after 3:00 p.m. medications may be left with the office personnel/health aid. For safety reasons, students are not allowed to bring in their own 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: 815-678-7210.

2. Medication must be stored in 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 is available in the school nurse's office 10:30 a.m. - 2:00 p.m., and in school office before and after these times. **Medication cannot be sent home with a child for safety purposes.**

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 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.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, AND 5/22-3

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.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at (815) 678-7129.

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 supports so that your student can access his or her education as effectively as students without disabilities.

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.

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.

Cross-References:

PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

PHYSICAL EXAMS, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS

Required 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.

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. 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 and sixth 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 Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

LEGAL REF.:

105 ILCS 5/27-8.1.

410 ILCS 45/7.1.

77 Ill. Admin. Code 665.100 and 665.240.

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.

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 school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Cafeteria Procedures & Guidelines

CAFETERIA GUIDELINES

A. Attendance:

1. Students are expected to be on time to the cafeteria within five minutes and to remain there until dismissed by the supervisor.
2. Students who arrive late for the cafeteria because a teacher has detained them must have a pass from that teacher to present to the supervisor. They will be given a reasonable amount of time to eat, even if it extends into the next lunch period.
3. Unauthorized leaving from the cafeteria/ commons area will be considered truancy from class.

B. Nutrition:

1. Students are expected to buy a lunch at school or to bring a lunch from home.
2. An ala-carte lunch is available each day for students in sixth, seventh, and eighth grades.

FOOD

Food items, including candy, may be eaten only in the lunchroom during the assigned lunch periods. Do not bring candy to school unless it is part of your sack lunch. No food items except sack lunches may be stored in lockers. No glass containers are permissible. Students should not be selling food or drink to classmates at any time. Students found doing this will be subject to the disciplinary process. Parents are strongly encouraged to not send energy drinks with their children.

LUNCH PROGRAM

The school provides a hot lunch program. A monthly menu is posted at school and on our website. Free and reduced lunches are provided for children whose families qualify under state regulation. All purchases including hot lunch and a la carte 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 a Visa or MasterCard cards through RevTrac. This may be accessed through Skyward on the NMS website. The second option for applying funds is to send a check or cash to the school in an envelope with the students name on the check as well as on the envelope. It is recommended that parents send enough funds to cover a minimum of a two week period of lunch purchases. Students will no longer be allowed to charge a lunch if their account drops below a **negative** \$5.00. 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 key pad each time a lunch or an a la carte purchase is made. Students will not be allowed to use or access another student's account. If the parent chooses to close the a la carte option, please contact the main office with that request.

- Milk costs 35 cents (subject to change).
- Lunch costs \$2.35 daily (subject to change). \$1.20 for an extra main entrée.

Prices are subject to change during the school year.

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 and drink must be eaten in the cafeteria. Due to food allergies, it is advisable that students not share or trade lunch items. Students should not sell food or drink at any time in school without specific staff permission.

RULES

1. Sit at your assigned table
2. Stay in your seat, raise your hand for permission to get up
3. Speak softly
4. Keep your hands to yourself
5. Throw out the garbage as you leave

CONSEQUENCES

1. Warning
2. Change of seat
3. Lunch Detention / given assigned seat by supervisor
4. Removal from group setting

Appropriate consequence given by Administration

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 makes 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.

All discipline, behavior, conduct, and consequences are viewable using Skyward Family Access

CONDUCT AND DISCIPLINE POLICY

Students enrolled in Nippersink School District 2 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.

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. 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, CH. 122-10-22-6.

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 to 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.

If a student, considered for either suspension or expulsion, is receiving Special Education services, the administration and the appropriate Special Education staff will determine if the misbehavior is a result of the handicap condition. If the misbehavior is related to the student's handicap condition, a staffing will be held to review the student's placement and recommendation for suspension or expulsion. If the behavior is not related to the student's condition, the regular discipline process as described above will be followed. A Special Education student may not be excluded from school in excess of an aggregate of ten (10) days per year. The parents or guardians of the special education student are afforded all rights and privileges to have a hearing pertaining to either the decision on the relation of the handicap condition or to the suspension and expulsion itself.

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 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, including substitute teachers, when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, or corporal punishment, which 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 remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal or Dean of Students are 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 days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons.

DUE PROCESS RIGHTS AND PROCEDURAL GUIDELINES FOR HEARING RELATED TO SCHOOL EXPULSION AND SCHOOL SUSPENSION (BOARD POLICY)

The constitutional rights of individuals assure 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 Middle School. 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, state laws, or local ordinances. Students who are found to be involved in the following acts will be subject to school disciplinary procedures and 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

Another behavior which violates federal or state criminal codes or local ordinances is 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.

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, Saturday 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.

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.

Dress Code

We recognize individual differences among students. They are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Administration does reserve the right to make determinations regarding what is or is not appropriate for school.

- 1.) Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- 2.) Student dress (including accessories) may not display lewd, vulgar behavior, or other inappropriate images.
- 3.) Students need to leave hats, sunglasses, bags, coats and/or jackets in their locker during the school day.
- 4.) Shirts of immodest design such as spaghetti straps, low necklines, off-the shoulder, or strapless will not be allowed.
- 5.) Pants, shorts, skirts, or dresses of inappropriate length or immodest condition (tears or holes above the knee) will not be allowed.
- 6.) Students will refrain from writing on themselves with any marking tool, such as pen, marker, or pencil.
- 7.) Undergarments should not be visible at any time, i.e. bra straps, underwear, etc.

Dress Violation

- Upon the first offense the student will be given a warning and the opportunity to change
- Upon further offenses the student will be required to replace the inappropriate garment with their P.E. uniform. Additional consequences may be applied for chronic offenses

Electronic Policy

Students who choose to bring and/or use personal technology devices at school, do so at their own risk; the district and school will not assume any responsibility if these items are lost, stolen, damaged or corrupted. In no situation are students required to bring personal technology devices to school.

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

First offense – A verbal warning will be assigned.

Second offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.

Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.

Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if 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.

The district's guidelines for acceptable use of district technology applies, please see p. 43 for further explanation.

Student Activities

All school rules apply for extra-curricular activities. Students are strongly encouraged to become involved in school activities. In general, clubs and organizations meet before or after school. Specific information on membership and participation will be communicated with the students during school and via the school's website.

Athletic and Extra Curricular Eligibility

Students are required to maintain a "C" average in each class. Students cannot receive a "D" or "U" in any class or they will be considered ineligible. The eligibility cycle will run for one week, starting on Monday and ending the following Saturday. Once a student is ruled ineligible, they are ineligible for that entire week.

Student Sports Spectator

All students attending the activity must stay in the building at all times. Students who leave will not be allowed back in the building. To avoid congestion in the hallway all students must be in the bleachers, unless they have a refreshment to finish during the half time of the game. Students who are disruptive will be asked to leave. There will be an admission charge of one dollar for adults and fifty cents for students. Season passes are available. Tournament admission will be determined by the athletic conference that is hosting the tournament. Season passes are not valid for any tournament.

	Minor	Major
Definition	A minor infraction is one that does not put the safety of another student or adult at risk. A minor infraction disrupts the student's attention to his class work or activity.	A major behavior infraction is one that either puts the safety of others in jeopardy or disrupts the teaching and learning that is taking place in a classroom or school function.
Examples	<ul style="list-style-type: none"> • Unprepared for class • Misusing Materials • Disrespect • PDA • Dress Code Violation • Tardies • Missing or Late Assignments 	<ul style="list-style-type: none"> • Skipping Class • Stealing • Cheating/Plagiarism • Vandalism • Defiance/ Insubordination • "3-Peats" • Bullying • Harassment/Threats • Fighting/Aggression • Misuse of Electronics
Procedure	<ol style="list-style-type: none"> 1.) Verbal Warning 2.) Redirection or move student seat 3.) One on One Conference 4.) Possible lunch detention 5.) Parent Contact, fill out referral on line through Skyward 6.) 3-Peat moves to Major 	<ol style="list-style-type: none"> 1.) Remove student from current environment. 2.) Parent contact, fill out referral online through Skyward 3.) Administrative action will be determined.

Possible administrative action:

- 1.) Temporary removal from the classroom
- 2.) Lunch detention
- 3.) After school detention
- 4.) 2-4 hour Saturday detention
- 5.) Parent conference at school and/or development of an individualized behavioral plan
- 6.) Possible removal from field trip privileges and/or social event privileges
- 7.) One-Ten day in/out of school suspension
- 8.) One-Ten day in/out of school suspension and possible recommendation for expulsion.

Definitions

Lunch Detention:

Teacher or administrator assigned detention to be served during lunchtime. Often assigned for a 3-peat on late assignments or otherwise as necessary.

After-School Detention

Parents will be notified through a letter or a phone call that their student received a detention for after-school the following day. The parents are responsible for picking up their student at 4:00 P.M. unless there is a medical emergency, the student must serve on the date of detention. **If a student is absent on the day of the assigned detention, the detention must be served the day the student returns to school.** Often assigned for 4 or more late/missing assignments or otherwise as necessary.

Saturday Detention:

The primary purpose of this program is to reduce the number of school suspensions, and to provide a program that is more effective in acting as a deterrent to undesirable student behavior. During this time in detention the student will be required to complete a written assignment.

The program is scheduled for Saturday morning from 8:00 A.M. to 12:00. Students are required to provide their own transportation to and from the detention program. Students who do not show up for an assigned Saturday may receive an in-school or out of school suspension.

Individual behavioral contract:

a personalized contract written by a school administrator, with input from the student, and the student's parents which focuses on specific student misbehaviors and specific consequences or courses of action that will be taken by the school should the misbehaviors continue once the contract is written.

Out-of-school suspension:

A school suspension is a very serious matter, reserved for gross disobedience and misconduct. (Please refer to the appropriate section on **Gross Disobedience and Misconduct**.) During an out-of-school suspension it is the parent's responsibility to provide direct supervision of the student until the student is re-admitted to school.

Students suspended from school are not allowed to be in the building or on the school grounds. Also, they are not permitted to be on any property adjacent to the school that may allow communication with other students attending school. Suspended students who fail to abide by the above regulations are subject to additional suspensions. The office of the superintendent will be notified of all school suspensions.

Upon their return from an O.S.S., students will have one school day to complete any assignments given during the time of suspension. **Students will have the opportunity to receive full credit for homework turned in the day they return from suspension. After the initial day back, the regular homework policy will apply. Students assigned an out-of-school suspension may not participate in an after-school activity, nor may they change the day of out-of-school suspension so the student may participate in an after-school activity.**

The following are suspension procedures:

1. School suspensions will be determined by the Building Principal/Associate Principal based on their discretion and/or the severity of the actions.
2. Before suspension, the student shall be provided oral or written notice of the violations. 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.
3. 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.
4. 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.
5. 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:

a student's enrollment at Nippersink Middle School will be terminated.

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.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

PROHIBITIVE STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. 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.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. 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*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. 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.
 - d. 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*.
 - e. 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.
 - f. "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.
 - g. 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.
 - h. 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.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, 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..

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. 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.
10. 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, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. 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.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. 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.
22. 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 a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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 psychostimulant 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:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

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 disciplinary measures include, without limitation, any of 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 for 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.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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

1. Repeated and willful behavior which constitutes disregard for the rules and regulations of the school.
2. Insubordination to any school personnel.
3. Acts which jeopardize the health, safety and welfare of others.
4. Attempting to intimidate, threaten directly or subtly, any school personnel or student.
5. Possession, use, transfer, transaction, or distribution of any substance or purported substances which are otherwise unlawful for a student to possess, use or distribute.
6. Excessive truancy beyond 5%, tardiness, or class cutting after warning.
7. Possession of any weapons.
8. Theft of property of the school, staff, or other student.
9. Fighting or assaulting any person.
10. Conducting demonstrations which interfere with the operation of the school.
11. Intentional damage to or destruction of school property or the property of school personnel or a fellow student.
12. Serious verbal abuse or use of profanity or obscenity to school personnel or a fellow student.

Notice to parents: Students may be subject to discipline for gross disobedience or misconduct that happens on or off campus, regardless of whether the misconduct is at a school sponsored event.

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.

Suspension and Expulsion

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

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.

I. 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 multidisciplinary conference (MDC) 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. MDC Determination

The MDC 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 MDC team determines that the student's gross disobedience or misconduct is causally related to the student's disabling condition. The MDC 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.

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 AND ASSOCIATE PRINCIPAL:

- Step 1: Discuss the problem with the Principal or Associate 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. Complaints 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, Principal, or Associate Principal will not be involved in any complaint until all the steps have been followed.

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

ANTI-GANG POLICY

No student on school property or at any school-related activity shall commit any act which furthers gang activity and/or secret society including, but not limited to:

1. The wearing, possession, use, distribution, display, or selling of any clothing, jewelry, emblems, badges, symbols, signs, or other items which may be evidence of membership or affiliation in any gang or secret society;
2. The communication either verbally or non-verbally, (gestures, handshakes, slogans, drawing, etc.), of membership or affiliation in a gang or secret society;
3. The tagging, or otherwise defacing of school or personal property with gang or gang-related symbols or slogans;
4. The request to pay protection, insurance, or otherwise intimidating or threatening any person;
5. The solicitation of others for membership;
6. Inciting other students to intimidate or to act with physical violence upon any other person;
7. Committing any other illegal act or other violation of school district policies that relates to gang activity or secret society activity.

Penalty for gang involvement or activities:

First offense:

- A minimum of a one-day in or out-of-school suspension, parent conference, and police contact report filed with the local law enforcement agency.
- A maximum of ten days out-of-school suspension pending Board of Education expulsion hearing.

Second offense:

- A maximum of ten days out-of-school suspension pending Board of Education expulsion hearing and a complaint will be signed with the local law enforcement agency.

Bullying/Intimidation/Teen Dating Violence/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 and providing all students equal access to a safe, non-hostile learning environment are important District and School goals.

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 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 or students' physical or mental health.
3. Substantially interfering with the student's or students' 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 district complaint manager, the building administrator, 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 has information about actual or threatened bullying is encouraged to report it to the district complaint manager, building administrator, or any staff member. Anonymous reports are also accepted by phone call, by using the online safety concern link, or in writing.

Complaint Managers:

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

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.

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.

Reporting Procedures

Any staff member or student at Nippersink Middle School who has witnessed or has reliable information that a student or staff member has been subjected to "bullying," shall report such incident to the Dean of Students, Associate Principal, or Principal. The counselor is also available to discuss such behaviors and consequences with students at any time. Students/parents may also use the electronic reporting form found on the school's website. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. Also, retaliation against those who seek remedies under this policy is prohibited. The school administration is initially responsible for receiving oral or written reports of violations of this policy. The school administration shall conduct the investigation according to administrative guidelines. The school will use the Nippersink Middle School Disciplinary Referral Forms as well as the District 2 Notice of Aggressive Behavior, Bullying or Hazing

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 false accusations or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Education/Intervention

The school administration will provide age-appropriate methods of discussing the meaning, substance, and application of this policy with staff and students in order to minimize the occurrence of bullying and for staff to effectively respond to any such incidents. The students will review what bullying is, how to avoid such actions, and how to report any incidents of this unwanted behavior. An anti-bullying curriculum will be delivered in the classroom on a regular basis. The counselor/social worker or an administrator is available to discuss such behaviors and consequences with students at any time. If a student has been referred for a significant bullying incident, they will be required to take part in an intensive small group setting to address specific incidences.

Discipline

If the investigation of said complaints concludes that a pupil has engaged in bullying conduct prohibited by this policy, the pupil shall be subject to appropriate disciplinary actions, on a case by case basis, as outlined in the Student Handbook and the Nippersink District 2 School Board Policy Manual, as well as legal requirements from state and federal sources.

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.

Students should not mark school furniture, walls, ceilings, floors or equipment with pens, pencils, paint, or other instruments. Students are not to tamper with fire alarms, fire extinguishers, or any electrical systems. An assessment may be charged if damage is willful or deliberate. When appropriate, disciplinary action may be initiated.

CONTROLLED SUBSTANCES

(Alcohol, drugs, tobacco / smoking)

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) by consumption, or otherwise under the influence of any controlled substance 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.

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 substances" 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, 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.

Students who sell or deliver any alcoholic beverages, drugs, or other 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.

On July 19, 1995, Governor Edgar signed into law **Public Act 89-181**, which 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.** The Public Act took effect upon the signature of the Governor.

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, a 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

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

No person, including a District employee or agent, or student, shall harass or intimidate another student or district staff member based upon their sex, color, race, religion, creed, national origin, physical or mental disability, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment on page 29-32. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

OFF CAMPUS ACTIVITY

Off campus activity is defined as student activity which occurs off school property or is a non-school sponsored activity. Any act committed by a student off campus which disrupts the general welfare and safety of the student body and/or staff and the orderly operation of school may face any of the consequences outlined in the "offenses and consequences" section of this handbook

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 and/or at a school activity. 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

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

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

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

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

Students

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

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

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if 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.

SELLING CANDY AND/OR OTHER ITEMS

Students are not allowed to sell candy or other items at school unless they have permission from school administration.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he/she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, 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 which 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. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence 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.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator [Title IX]:

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

Complaint Managers:

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

The Superintendent shall also use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment 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 sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

VANDALISM

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

WEAPONS PROHIBITION

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

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

(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 may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Required Notices

A school staff member shall immediately notify 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 the student's parent(s)/guardian(s).

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:

- Suspend the student from school for 10 school days or less.

Convene an MDC 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.

- Convene an MDC 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.
- 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.

STUDENT GUIDELINES FOR ACCEPTABLE USE **OF DISTRICT TECHNOLOGY**

Each student and his or her parent(s)/guardian(s) must sign this Acceptable Use Policy before being granted unsupervised access to the District's Technology System. Please read this document carefully before signing.

For the purpose of this policy, the term "District Technology System" includes all computer hardware/ software owned or operated by the District, the District's electronic mail system, and District/School websites. "Use" of the District Technology System shall include use of, or obtaining access to, the system from any computer terminal whether or not owned or operated by the District.

A. Acceptable Use

All use of the District's Technology System shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication.

B. Network Etiquette

In addition to using the System strictly for educational pursuits, authorized users will be expected to follow generally accepted **Rules of Network Etiquette**. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Keep personal information, including the logins, passwords, addresses, and telephone numbers of students or colleagues confidential.
4. Use these resources so as not to disrupt service to other authorized users.
5. Do not upload post, e-mail, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.

Respect limited network resources by removing unused files and keeping files organized

C. Privileges

Access to the District's Technology System is provided as a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator will make recommendations to the school principals regarding whether or not a user has violated this policy and may deny, revoke, or suspend access at any time; his or her decision is final.

Students have no expectation of privacy in their use of the District's Technology System. The System, including all information and documentation contained therein is the property of the District except as otherwise provided by law. The District has the right to access, review, copy, delete, or disclose (as allowed by law) any message sent, received, or stored on the District's electronic mail system. The District has the right to, and does, monitor use of the System by students and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

D. Unacceptable Use

The user is responsible for his or her actions and activities involving the District's Technology System.

Unacceptable use of the System is prohibited. Examples of "Unacceptable Use" include, but are not limited to:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State Law;
2. Downloading or installing software to or from the System without authorization from the system administrator;
3. Unauthorized or non-educational use of games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers or political lobbying;
4. Downloading copyrighted material for other than educational use;
5. Using the network for commercial or private advertising;
6. Using the network for commercial or private financial gain;
7. Gaining unauthorized access to or vandalizing data, files or resources;
8. Invading the privacy of others;
9. Using another individual's account or password;
10. Disrupting the educational process or interfering with the rights of others at any time, either during school days or after school hours;
11. Posting material authored or created by another without his or her consent;
Posting anonymous messages;
12. Attempting to access, accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
Should a user inadvertently access such material he or she must report it to a school official;
13. Using the network while privileges are suspended or revoked.

E. Vandalism

Vandalism or attempted vandalism to the District's Technology System is prohibited and will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy property and includes, but is not limited to:

1. Physical damage to equipment;
2. Erasing or modifying software programs, system folders, or data files;
3. Downloading, uploading, or creating computer viruses.

F. Off-site Use of Electronic Technology

The District may discipline a student whose personal web site, or other off-site activity involving electronic technology, causes (or can reasonably be expected to cause) a substantial disruption of the school environment.

G. Consequences for Violations

A student who engages in any of the prohibited acts listed above shall be subject to discipline which may include, but is not limited to:

1. Suspension or revocation of System privileges;
2. Suspension or expulsion from school; and
3. Legal action (in appropriate cases).

The System Administrator and building Principal will review each offense on a case-by-case basis and their decision is final.

H. Websites

Unless otherwise allowed by law, District Websites shall not display photographs, information about, or works of students without written parental permission. Any website created by a student using the System must be part of a District sponsored activity, or otherwise be authorized by the appropriate District Administrator. All content, including links, of any website created by a student using the District Technology System must receive prior approval by the classroom teacher or appropriate District Administrator. All contents of a website created by a student using the System must conform with these Acceptable Use Guidelines.

I. Security

Network security is a high priority. Attempting to circumvent network security or filtering is not permitted. Keep your username and password confidential and do not use another individual's account without permission from that individual. No unauthorized personal equipment will be allowed onto the System. A user who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator or other staff member. Do not demonstrate the problem to other users. Any user identified as a security risk may be denied access to the network.

J. Disclaimer

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

K. Indemnification

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of any breach of this *Authorization*.

TRANSPORTATION

PRIVATE TRANSPORTATION

Students 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 transportation arrangements with anyone other than a family member or a Nippersink School District 2 school bus.

TRANSPORTATION

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.

BICYCLES AND OTHER STUDENT TRANSPORTATION TO SCHOOL

Bicycles must be parked in the bicycle racks located adjacent to the parking lot. Bicycles should always be locked when unattended. Ride safely by observing the following practices:

1. Obey all traffic signs and regulations
2. Stay to the right
3. Ride single file
4. Yield to motor vehicles and pedestrians
5. Signal your intentions
6. Do not ride near vehicles parked in the parking lot
7. Students should walk their bikes to and from the bike stand while on school property
8. Students should wear a helmet when riding their bike

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

PEDESTRIANS

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

TRANSPORTATION 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. Your child could be put off at an incorrect bus stop if transportation is given incorrect information or if parents expect a change in routing without notifying transportation.

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

1. Baby-sitting arrangements during the school year will be met if:
 - a) Baby-sitter is on an existing route.
 - b) Bus capacity allows it.
2. After the start of the school year, you must allow three (3) days for any changes to be implemented. Requirements of transportation changes are:
 - a) Parent/Guardian must submit written request of change to the transportation office for approval.
 - b) When approval is received, the parent/ guardian and transportation are to notify the school.
3. 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.
4. No child may get on/off their bus at a place other than their 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.
5. No child may ride a bus other than his/her own except in an emergency.
6. When loading the bus:
 - a) 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.
 - b) Enter the bus, move quickly, and go to your assigned seat.
 - c) Always walk (do not run) when crossing the road.
7. When unloading the bus:
 - a) When leaving, go directly to the shoulder of the road.
 - b) 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.

8. While at the bus stop, students should line up in single file on the shoulder of the road:

- a) There is to be no pushing, hitting, or throwing of objects (rocks, snowballs, clothing, books, etc.).
- b) Students should respect the property of individuals around the bus stop.

BUS RIDER RULES (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. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
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, guns, or weapons 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. Parents must transport children to and from parties, everyday visits, meetings, etc.
22. Carry no animals on the bus; this includes reptiles and insects (dead or alive) except for science projects approved by the teacher.
23. Keep books, packages, coats, and all other objects out of the aisles.
24. Leave no books, lunches, or other articles on the bus.
25. Be courteous to fellow pupils and the bus driver.
26. Help look after the safety and comfort of smaller children.
27. 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.
28. 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.
29. 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.
30. All students will have seats assigned by the driver and will be responsible for the condition of that seat.
31. No students of the opposite sex will be allowed to sit together without the driver's permission.
32. 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.
33. If a special school event occurs, and a student needs to transport a skateboard or roller blades on the bus, they must have them stored in a closable bag or they will not be allowed on the bus.
34. Buses may be equipped with video cameras for the purpose of monitoring student behavior.
35. Band instruments must either be in the seat with the child or in an area designated by the driver.
36. Cell phone use is not permitted on the bus.

If a rider is reported by the driver for disobeying these rules, the following action(s) may be taken with administration discretion:

1. Verbal warning followed by a Skyward Behavior Referral and possible disciplinary action
2. Each subsequent bus violation could include additional disciplinary action including but not limited to suspension from bus service.

Students will be given a bus referral submitted via Skyward automatically sent to building administrator and viewable by student and parent on Family Access.

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 could immediately be suspended from riding the bus for up to two 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

A second offense of any of the behaviors listed above may 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.

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.)

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.