

# **Nippersink Middle School**



**Parent/Student Handbook  
2026 - 2027**

# NIPPERSINK MIDDLE SCHOOL DISTRICT #2

## Administration

Tom Lind Ed. D., Superintendent  
Patrick Enright, Asst. Superintendent of Curriculum & Instruction  
Denise Levendoski, Business Manager  
Brandon Creason, Principal  
Carie Walter, Associate Principal

## Board of Education

Joe Quinn, President  
Alie Stansbury, Vice President  
Mary Shufelt, Secretary  
Natalie Maifald  
Tom Schwartz  
Joel Johnson  
Katharine Casey

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](http://www.nippersinkdistrict2.org)

### 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](http://www.springgroveschool.org)  
School Colors: Green and White  
School Mascot: Eagles

### Nippersink Middle School

Brandon Creason, Principal  
Carie Walter, Associate Principal  
10006 Main Street  
Richmond, IL 60071  
Telephone: 815-678-7129  
Fax: 815-678-7210  
[www.nippersinkdistrict2.org/o/nms](http://www.nippersinkdistrict2.org/o/nms)  
School Colors: Royal Blue and  
White  
School Mascot: Knights

### Richmond Burton Community High School

Tom Lind, Superintendent  
Michael Baird, Principal  
Chris Nolen Associate Principal  
8311 N. Rt. 12  
Richmond, IL 60071  
Telephone: 815-678-4525  
Fax: 815-678-4324  
[www.rbchs.com](http://www.rbchs.com)  
School Colors: Burgundy, Gold and  
White  
School Mascot: Rockets

### Richmond Grade School

Laura Taubery, Principal  
Jessica Johnson Associate Principal  
5815 Broadway  
Richmond, IL 60071  
Telephone: 815-678-4717  
Fax: 815-678-2279  
[www.richmondgradeschool.org](http://www.richmondgradeschool.org)  
School Colors: Maroon and White  
School Mascot: Rams

### Important Telephone Numbers & Web Addresses

Richmond Burton Transportation:  
815-678-2232

Kim Karaszewski, Director

Violence Hotline: 800-477-0024

McHenry County Crisis Line:  
800-892-8900

School Closings:  
[www.star105.com](http://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 District 2 Learning Principles**

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

### **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, interpersonal, 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

# 2026-2027 NMS PARENT/STUDENT

## HANDBOOK RECEIPT

I HAVE RECEIVED A COPY OF THE NIPPERSINK MIDDLE SCHOOL 2026-2027 PARENT-STUDENT HANDBOOK AND UNDERSTAND THAT I AM RESPONSIBLE FOR ALL INFORMATION CONTAINED HEREIN. THIS SIGNED STATEMENT WILL BE FILED IN THE MAIN OFFICE.

## NMS HONOR CODE

AS A MEMBER OF THIS LEARNING COMMUNITY, I ACKNOWLEDGE MY RESPONSIBILITY TO BE HONEST AND HARD-WORKING. THEREFORE, I PROMISE:

- To adhere to the rules as stated in the parent-student handbook.
- To hand in work that is of my own doing
- To collaborate with others with integrity
- To help create a school atmosphere where honesty, hard work, and cooperation are valued

Students and parents will be emailed a copy of the handbook at the start of the 2026-2027 school year. The handbook will be available on the NMS website.

(<https://www.nippersinkdistrict2.org/o/nms>)

### Building Administration

Principal: Mr. Brandon Creason

Associate Principal: Mrs. Carie Walter



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# GENERAL INFORMATION AND GUIDELINES

## **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 AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Dr. Tom Lind.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

## **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**

7:30 a.m. Buses Arrive  
7:45 a.m. Classroom Check In

|          | Grade 6     | Grade 7     | Grade 8     |
|----------|-------------|-------------|-------------|
| Homebase | 7:45-8:05   | 7:45-8:05   | 7:45-8:05   |
| Period 1 | 8:08-8:57   | 8:08-8:57   | 8:08-8:57   |
| Period 2 | 9:00-9:49   | 9:00-9:49   | 9:00-9:49   |
| Period 3 | 9:52-10:41  | 9:52-10:41  | 9:52-10:41  |
| Period 4 | 10:44-11:14 | 10:44-11:33 | 10:44-11:33 |
| Period 5 | 11:14-11:44 | 11:36-12:06 | 11:36-12:25 |
| Period 6 | 11:47-12:36 | 12:06-12:36 | 12:28-12:58 |
| Period 7 | 12:39-1:28  | 12:39-1:28  | 12:58-1:28  |
| Period 8 | 1:31-2:20   | 1:31-2:20   | 1:31-2:20   |

2:20 p.m. Dismissal  
2:25 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.

## **AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

### **Warning Signs of Grooming Behaviors**

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student • Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated as unwanted • Trying to be a student’s friend rather than filling an adult role in the student’s life • Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

#### **Warning Signs of Boundary Violations**

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission • Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization • Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non group setting

#### **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.

#### **Access to Non-School Sponsored Publications**

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

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes.
6. Encourages or incites students to violate any Board policies.

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

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

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

#### **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 the 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](http://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 the 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 the student records section in the 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.

|                                                 |                       |
|-------------------------------------------------|-----------------------|
| <b>Registration Fee</b>                         | <b>\$100.00</b>       |
| <b>Technology Fee</b>                           | <b>\$ 50.00</b>       |
| <b>Science Fee</b>                              | <b>\$ 15.00</b>       |
| <b>Co-Ed Cross Country/Co-Ed track</b>          | <b>\$ 50.00</b>       |
| <b>Girls Volleyball/Basketball/Cheerleading</b> | <b>\$ 50.00</b>       |
| <b>Boys Basketball/Wrestling</b>                | <b>\$ 50.00</b>       |
| <b>Intramural Fee (no family cap)</b>           | <b>\$ 25.00</b>       |
|                                                 | <b>(per activity)</b> |
| <b>Fine Arts/Drama (For Club participation)</b> | <b>\$ 50.00</b>       |
| <b>Transportation Fee</b>                       | <b>\$ 18.00</b>       |

(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 the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parents 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 same income guidelines, with the same limits based on household size, that are used for the federal free meals programs.
2. The student's parent is a veteran or active duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

### **FREE AND REDUCED-PRICE FOOD SERVICES; MEAL CHARGE NOTIFICATIONS**

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see [www.fns.usda.gov/school-meals/unpaid-meal-charges](http://www.fns.usda.gov/school-meals/unpaid-meal-charges), and/or contact the Building Principal or designee.

#### **Free and Reduced-Price Food Services Eligibility**

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly. 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. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

#### **Meal Charges for Meals Provided by the District**

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th. Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches (\$12.75.) If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal

money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

### **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**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors will be required to present a valid state-issued ID to be entered into the V-soft system.

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

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.



CrossReference:

PRESS 8:30, *Visitors to and Conduct on School Property*

### **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### **CONVICTED CHILD SEX OFFENDER AND NOTIFICATION LAWS**

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

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

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

### **PARENT ORGANIZATIONS AND BOOSTER CLUBS**

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

## **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. Advance notice for registration dates is announced through each school's monthly newsletter, on the school website, 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

## **CONVICTED CHILD SEX OFFENDER & NOTIFICATION LAWS**

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

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

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>
- Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>
- Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FA>

## **FAITH'S LAW**

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the [District's website](#) or requested from the Superintendent's office.

## **STUDENT RECORDS**

["Per Board of Education Policy 7:340"](#)

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student 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 a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her 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 student's parent/guardian. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

#### **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 promotion 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, promotion 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 is promoted, 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, is promoted, or permanently withdrew. Temporary records that may be of assistance to a student with disabilities who is promoted, 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**

### **Student Records**

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

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

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

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

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



**2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. '**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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



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

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

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

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

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

**8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

### **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.

### **GUIDANCE AND COUNSELING**

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

Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

### **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.

### **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**

### **STUDENT ABSENCES**

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, 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, attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.

**Parental Excused Absence:** District 2 will allow 10 parental excused absences for the year. These absences may include; vacation, personal matters, appointments, and sporting events

ALL ABSENCES WILL COUNT TOWARD THE TEN DAYS EXCEPT THE FOLLOWING:

1. Doctor's excuse (when seen and documented by a licensed physician)
2. Funeral of close friend or relative
3. Court appearance

The following measures will take place to ensure continuous communication with families regarding student attendance and to promote access to the supports necessary to assist in the prevention of chronic truancy. The following applies to the accumulation of both excused and/or unexcused absences, but excludes medically excused absences.

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 days consecutive absences | <ul style="list-style-type: none"><li>• A doctor's note will be required upon the student's return to excuse the absences</li></ul>                                                                                                                                                                                                                                                                                                                                                 |
| 1-4 days absent             | <ul style="list-style-type: none"><li>• Contact from school personnel, including but not limited to office staff, teachers, and administration</li></ul>                                                                                                                                                                                                                                                                                                                            |
| 5 or more days absent       | <ul style="list-style-type: none"><li>• A letter sent to the family informing them of the district's attendance policies and procedures</li><li>• Possible Home visits from school personnel</li></ul>                                                                                                                                                                                                                                                                              |
| 10 days absent              | <ul style="list-style-type: none"><li>• <b>Maximum allowed per school year</b></li><li>• An additional letter informing families that a doctor's note will be required for any additional absence</li><li>• Further absences may result in a letter also being sent to the Truancy Officer at the Regional Superintendent's office notifying them of possible chronic truancy. A contact will be made to the student and the parent(s)/guardian(s) by the Truancy Office.</li></ul> |

Please note:

1. Pre-arranged absences count toward the student's ten (10) days.
2. Administration may excuse an absence(s) over the allowed ten (10) days for students with a documented chronic medical illness, for example: epilepsy, leukemia, diabetes, etc. A parent/guardian should submit a doctor's note to the school nurse at registration if there is a preexisting condition indicating the nature of the chronic illness and how it may affect a student's school attendance. The parent is encouraged to submit the request to share information form between the school and doctor. If a diagnosis is made during the school year, the parent/guardian needs to submit a doctor's note to the school nurse following the diagnosis. A doctor's note will be accepted after the ten (10) days, and the days excused, if the physician specializing in the medical condition specifically states the number of days that the patient needs to remain at home due to the illness, but does not require making a doctor's visit. For each incident that the student is absent beyond the ten (10) days, it may be required that the parent notify the specializing physician and have him/her fax the school stating the absence was due to the medical condition. If a chronic illness is diagnosed during the school year, students are required to continue to follow the policy of having five (5) school days upon their return to school to present a doctor's note to the Attendance Secretary for the absence(s) to be considered Doctor's Excused, even if there is a "chronic illness" that has caused the absence.

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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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

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

**In the event of any absence, the student's parent/guardian is required to call the school at (815) 678-7129 before 8:00 a.m. to explain the reason for the absence.** If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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.

### **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 readmission pass.

### **ATHLETICS AND EXTRA CURRICULAR ACTIVITIES ATTENDANCE AND PARTICIPATION**

A student who is absent from school will not be allowed to participate in or attend activities after school hours (unless they have a pre-approved absence). A participant must be in school no later than the end of 1st hour to be able to practice or participate in an extracurricular activity. Extenuating circumstances will be evaluated on an individual basis. A student may participate or practice if they have completed a pre-arranged absence form that has been approved by the administration and is on file in the office.

### **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. 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 the following: 1st tardy - warning. 2nd tardy - warning. 3rd tardy - admin communication. A 4th tardy will result in a disciplinary action. A 5th tardy will result in a two hour Saturday

detention or an in-school intervention 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**

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

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

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

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

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

A 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

### **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.



Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

### **HOMEBOUND & HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
  - a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
  - b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.

4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact: Special Education Department.

# 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 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

NMS Honor Roll is calculated per quarter. Each quarter's GPA is a representation of the grade achieved only for the specific quarter. There are two course lengths at NMS. They are listed here with their credit totals.

- Year Long Courses: Each year long course is worth 1 credit for the entire year. These courses consist of core subjects: ELA, Math, Science, Social Studies, Physical Education
  - ELA, Math, Science, Social Studies and PE run on a year long schedule over four quarters. These subjects are worth .25 credit per quarter.
- Quarter Long Courses
  - Exploratories (Art, STEM, Spanish, Music)
    - These courses are worth .25 credit per quarter.
- Choir and Band do not qualify for academic credit

Each quarter represents 1.5 GPA Credits

| Course Title                            | GPA Credit per Quarter |
|-----------------------------------------|------------------------|
| ELA                                     | .25                    |
| MATH                                    | .25                    |
| PE                                      | .25                    |
| SCIENCE and SOCIAL STUDIES              | .25                    |
| EXPLORATORY (Art, STEM, Spanish, Music) | .25                    |

### Complaints About Curriculum, Instructional Materials, and Programs:

Ability to Opt-Out of Certain Course Content and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form.

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

### **PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians**

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services. IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs. Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services. For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

You may also contact the following District employee for assistance:

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

### **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.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Carie Walter at (815) 678-7129.

### **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 in IXL, student performance on a subject-specific placement test, student performance in the specific subject area the previous year, student performance on state testing, 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. Late homework must be submitted by the end of the unit or quarter (whichever comes first.)

**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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

## **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.

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

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

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

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

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

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

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

### **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.

### **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 22<sup>nd</sup> birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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.



### **RELATED SERVICE LOGS**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

### **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 in November. Procedures for scheduling parent/teacher conferences are posted in the school 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: Illinois Assessment of Readiness (IAR), Illinois Science Assessment (ISA), and English Language Learners participate in ACCESS testing.

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 (IAR) are administered to sixth, seventh, & eighth graders. April-May, the state required ISA will be administered to eighth grade students.

## **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.

### **STUDENT MEDICATION**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take 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 and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. 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.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **Emergency Aid to Students**

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

### **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 support 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.

## **SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.



5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

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

Safety drills will occur at times established by the building administration. 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 lockdown drill to address a school shooting, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to 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 the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

#### **Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence**

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

#### **Requesting Support Services**

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.



# 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 lunch at school or to bring lunch from home.
2. An ala-carte lunch is available each day for students in sixth, seventh, and eighth grades.

## **FOOD AND DRINK**

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.

Bottled water is allowed in the building throughout the day. All other drinks are allowed in the lunchroom during assigned class lunch periods only.

## **LUNCH PROGRAM**

The school provides a hot lunch program. A monthly menu is posted at school, on the school website, and in the NMS Family Newsletter. 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 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 student's 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 keypad 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 40 cents (subject to change).
- Lunch costs \$2.75 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.

Parents may not deliver food to anyone at the school outside of immediate family.

## **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.

|            | Classroom Managed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Office Managed                                                                                                                                                                                                                                                                                                                                                                          |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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"> <li>• Cheating/Academic Dishonesty</li> <li>• Disrespect/Non-compliance</li> <li>• Dress Code Violation</li> <li>• Inappropriate Language</li> <li>• Technology Violation</li> <li>• Physical Contact/Rough Play</li> <li>• Late/Unprepared for class</li> <li>• Put Downs/Teasing</li> <li>• Dishonesty</li> <li>• Verbal/Physical Disruptions</li> <li>• Invading Personal Space</li> <li>• Inappropriate Voice Level</li> <li>• Property Misuse</li> </ul> | <ul style="list-style-type: none"> <li>• Defiance</li> <li>• Intentional Disrespect</li> <li>• Fighting/Physical Aggression</li> <li>• Stealing</li> <li>• Vandalism</li> <li>• Technology</li> <li>• Weapons</li> <li>• Drug/Alcohol Use/Possession</li> <li>• Harassment/Bullying</li> <li>• Directed Profanity</li> <li>• Threat</li> <li>• Repeated/frequent disruptions</li> </ul> |
| Procedure  | <ol style="list-style-type: none"> <li>1.) Verbal Warning</li> <li>2.) Redirection or move student seat</li> <li>3.) One on One Conference</li> <li>4.) Possible lunch or after school detention</li> <li>5.) Parent Contact, fill out referral in Skyward</li> </ol>                                                                                                                                                                                                                            | <ol style="list-style-type: none"> <li>1.) Remove student from current environment.</li> <li>2.) Parent contact, fill out referral in Skyward</li> <li>3.) Administrative action will be determined.</li> </ol>                                                                                                                                                                         |

**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 school intervention or out of school suspension
- 8.) One-Ten day in school intervention or out of school suspension and possible recommendation for expulsion.

**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 intervention, 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. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's promotion attire with items associated with the student's cultural, ethnic, or religious identity, or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. 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.) Students are not to wear their hoods in the building.
- 8.) 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, headphones, earbuds, 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) use of the device is provided in a student's individualized education program (IEP); or (b) 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 or record in locker rooms, bathrooms, and on the bus; (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** – Teacher warning, contact parent.

**Second offense** – Lunch detention, contact parent

**Third offense** – After School Detention, contact parent

**Fourth and subsequent offense** – 4 hour Saturday Detention or ISI, parent meeting. Refusal to turn in a cell phone when asked by an administrator will result in automatic suspension. This does not start over at the semester.

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. 51-52 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 Extracurricular 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. No student will be allowed to participate in an after school sports event if they have not arrived at school by 9:00 am. If there is a weekend game or activity, this would mean that students would have to be in attendance by 9:00 am on Friday to participate in any weekend game/activity.

**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 halftime 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.

**Consequence Definitions**

- **Lunch Detention:** Teacher or administrator assigned detention to be served during lunchtime.
- **After-School Detention:** Parents will be notified through a letter or a phone call that their student has received a detention for after-school the following day. The parents are responsible for picking up their student at 3:15 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.**



- **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 intervention 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.
- **In-school Intervention:** The purpose of in-school intervention is to provide an alternative educational environment for students who have violated rules of conduct as set forth by the Board of Education. Students will be given the opportunity to work on class assignments. Noncompliance of in-school intervention rules may result in out-of-school suspension and reassignment of an in-school intervention. Students refusing to serve an ISI will be suspended from school. The following procedure and rules will be followed: 1. Students will arrive on time. 2. Students will have textbooks and materials for each class. 3. Students will be expected to work on class assignments the entire school day. 4. No communicating with other students in ISI (verbal/written/expressions). 5. No communicating with students outside the ISI room (this includes breaks and lunch) 6. Sleeping is not allowed. Do not put your head down on your desk. 7. Internet and computer use will be allowed only if expressed in assignments. Internet and computer use will be monitored and time may be limited. 8. There will be occasional 5-minute breaks to stand and stretch. 9. No food or drink allowed. 10. No cell phones allowed in the room at any time. 11. All school rules apply. 12. Students will leave the room under supervision at these approximate times: 9:30 a.m. – morning washroom break 11:30 a.m. - lunch 1:15 p.m. – afternoon washroom break
- **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 readmitted 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.

**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 attend nor 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.

### **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.

### **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 tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
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. 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.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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.

### **When and Where Conduct Rules Apply**

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
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; or
5. During periods of remote learning.

### **Use of Artificial Intelligence**

"Artificial Intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence.

"Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher, or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individual Education Program (IEP)

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, project papers, and other school work may be checked by AI content detectors and/or plagiarism software.



### **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 intervention.
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.

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **Corporal Punishment**

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

### **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:

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.

### **Gang & Gang Activity Prohibited**

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

### **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 ensure 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 OF DISCIPLINARY POLICIES**

## **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 school intervention 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.

**PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

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, 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, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation

or impersonation creates any of the effects enumerated in the definition of bullying. (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

**Nondiscrimination Coordinator:**

Tom Lind  
4213 US Highway 12  
Richmond, IL  
(815) 678-4242

**Complaint Managers:**

Brandon Creason  
10006 N. Main St.  
Richmond, IL  
(815) 678-6802  
bcreason@nippersink2.org

Carie Walter  
10006 N. Main St.  
Richmond, IL  
(815) 678-6803  
cwalter@nippersink2.org

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

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

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

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying as well as all threats, suggestions, or instances of self-harm determined to be bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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.

### **TARGETED SCHOOL VIOLENCE PREVENTION PROGRAM**

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment. Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline ([www.safe2helpil.com/](http://www.safe2helpil.com/)). Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

### **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 three 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 gasses, 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 HotLine - 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 & TEEN DATING VIOLENCE PROHIBITED**

#### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, 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.

#### **Sexual Harassment Prohibited**

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct: or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity: or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

### **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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: [www.cdc.gov/injury/features/dating-violence/index.html](http://www.cdc.gov/injury/features/dating-violence/index.html).

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

#### **Nondiscrimination Coordinator:**

Tom Lind  
4213 US Highway 12  
Richmond, IL  
(815) 678-4242

#### **Complaint Managers:**

Brandon Creason  
10006 N. Main St.  
Richmond, IL  
(815) 678-6802  
[bcreason@nippersink2.org](mailto:bcreason@nippersink2.org)

Carie Walter  
10006 N. Main St.  
Richmond, IL  
(815) 678-6803  
[cwalter@nippersink2.org](mailto:cwalter@nippersink2.org)

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **Investigation Process**

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

### **Enforcement**

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

### **Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.



## **DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED**

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

### **Examples of Prohibited Conduct**

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

### **Making a Report or Complaint: Investigation Process**

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure. Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

### **Federal and State Agencies**

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

### **Prevention and Response Program**

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

### **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 Searches**

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

### **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.

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross-reference:

PRESS 7:140, *Search and Seizure*

## **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.

## **VANDALISM**

The school district will seek restitution from students and their parents/guardians for vandalism or other student acts that 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**

*All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.***

## **Terms and Conditions**

*The term electronic networks includes all of the District's technology resources, including, but not limited to:*

1. *The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;*
2. *Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;*
3. *District-owned and District-issued computers, laptops, tablets, phones, or similar devices.*

**Acceptable Use** - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the electronic networks to be private property.

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

**Indemnification** - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify or suspect a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system



administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

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

**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

### **Internet Safety**

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

# **Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Cross Reference:

PRESS 7:345-AP, E2, *Student Data Privacy; Notice to Parents About Educational Technology Vendors*

# 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 a 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 the 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 rollerblades 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.

**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 the 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. Ensure 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 ensure 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.

