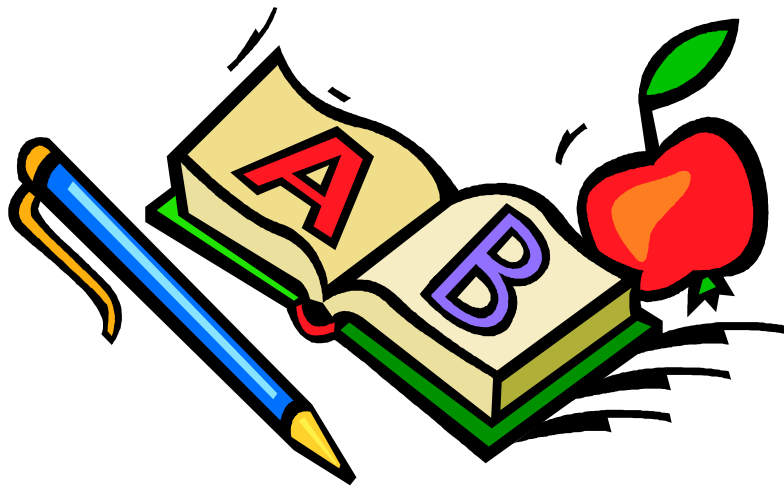


NORTHWESTERN  
SCHOOL DISTRICT #2  
STUDENT HANDBOOK  
2014-2015



HOME OF THE  
WILDCATS

## ARRIVAL AND DEPARTURE

The doors at Northwestern are opened at 7:45 A.M. Students are dismissed daily at 3:00 P.M. at the elementary and 3:06 P.M. at the Junior/Senior High School.

**If your child will not be riding the bus home in the evening he/she must have a note from parents or he/she will be sent home on the bus.**

Parents need to notify the school if anyone other than the parent(s) is to meet their child at school. When the parent or designee comes to meet a child, the person should first check in at the office. If a divorce decree stipulates no parental visitation at school, the district needs a copy to put in the student file.

## SCHOOL CANCELLATION

School cancellation could occur due to extreme weather or any other unforeseen circumstances. Anytime school is cancelled the automated telephone notification system, SchoolMessenger, will be utilized. A working telephone number should be on file in the central office. Cancellations will also be posted to the following:

### TV Stations:

Channel 2 St. Louis  
Channel 4 St. Louis  
Channel 5 St. Louis  
Channel 20 Springfield

### Radio Stations:

WSMI 1540 AM, 106.1 FM

**Please have alternative plans for your children in case of emergency dismissals.**

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**Northwestern Community Unit School District No. 2**  
**Student Handbook**  
2014-2015

## **FOREWARD**

This book is designed to give, in convenient form, important information about Northwestern Community Unit Schools. It is hoped that it may assist new students in adjusting themselves to the life of the school and that it may be a consistent reminder of the school's general procedures, ideals, and traditions. The goal of Northwestern is to create an environment where all students will be able to learn and participate in the many extra-curricular activities. Students are urged to read this book carefully and to keep it for reference throughout the year.

The superintendent, with input from the parent/teacher advisory committee, shall prepare disciplinary rules implementing the Northwestern School District's disciplinary policies. These disciplinary rules shall be presented annually to the Board of Education for review and approval. It takes all of us, including staff, students, parents, and community working together to accomplish this goal. Let's strive to make everyone proud to be a Wildcat.

We are required to have on file signatures of parents/guardians indicating they have received the student handbook. Handbooks will be distributed at the time of registration.

## **HANDBOOK DISCLAIMER**

This handbook is not intended to create a contractual relationship with the student, nor is it an exhaustive list of District policies; rather its summary of District policies intended to describe the school, its current practices, procedures, rules and regulation (code of conduct), etc. Membership or participation in a school-sanctioned activity is a privilege and not a property right. As such, the Board of Education and the administration reserve the right to make modifications and/or policy changes when needed. Students and parents will receive the changes in a timely manner. A complete list of District policies is available on the schools website [www.northwestern.k12.il.us](http://www.northwestern.k12.il.us).

## **VISION STATEMENT**

The vision of the Northwestern School District is to prepare all students to be academically, socio-emotionally, and technologically proficient in order to become productive members of society.

## **MISSION STATEMENT**

The mission of Northwestern Community Unit School District No. 2 is to provide students with the opportunity to grow academically, technologically, and socially to become productive citizens within the community. This includes a commitment of parents, teachers, administrators, and students to work toward the completion of this mission.

## **EDUCATIONAL PHILOSOPHY**

**Specifically, the educational program should make it possible for the student to:**

1. Attain, commensurate with cognitive abilities, optimum proficiency in reading, writing, listening, speaking, social studies, science, and math skills, both computational and problem solving.
2. Develop an understanding of self: personality, strengths, weaknesses, and general capabilities.
3. Develop an ethical sense of community, which will help the personal manifestation of tolerance, kindness and justice to all others.
4. Develop an appreciation for interpersonal relationships, both in the family and in the community.
5. Develop skills for effective participation in the democratic process.
6. Develop knowledge and understanding of the natural and physical environment.
7. Develop economic competence as a consumer.
8. Develop marketable skills and vocational competence.
9. Explore and develop an appreciation of the fine arts.
10. Develop wise use of leisure time.
11. Develop zeal for continuous learning and self-improvement.
12. Be exposed to the world of work.
13. Develop technologically literate students.

**Furthermore, every effort should be made in the educational program to:**

1. Make the best use of the physical plant that was provided by the taxpayers.
2. Secure the judgment of the Board of Education in the selection and approval of the best personnel.
3. Advise and inform the public from time to time of all school activities and to seek their advice.
4. Provide the highest type of moral, ethical and professional leadership.
5. Inform the employed personnel of any actions of the Board of Education pertinent to his/her particular interests.
6. Maintain priorities consistent with the educational goals and philosophy of the District.

And finally, realizing that the final success of the educational program is measured in terms of the accomplishments of the student, the educational program should:

Foster in the student self-discovery, self-awareness, and self-discipline, enabling him/her to realize his/her worth as a human being and to formulate a personal set of values and goals.

Develop a positive attitude toward and practice of those disciplines which will produce a healthy mind and body.

Develop awareness of present and past cultures and civilizations, acquainting the student with the variations in mankind's cultural patterns and with the evolution of his/her national and cultural heritage.

Stimulate intellectual curiosity, guiding the student to learn how to seek further knowledge by familiarizing him/her with the resources and challenges of the world around him/her.

Provide fundamental career concepts and skills, developing in the student a foundation for further career training.

Direct the student in becoming proficient in the art of verbal and nonverbal communication.

Encourage an appreciation of beauty and to assist the student in developing a capacity for aesthetic perception, creation and judgment.

Encourage the student to discover and build from his/her individual strengths and develop an awareness of the value of striving toward excellence and mastery of skills.



Help the student learn to deal effectively with other people, while encouraging him/her to develop sensitivity to the needs and values of others and a respect for individual and group differences.

Develop social and personal responsibility involving the student in decision-making process and problem-solving activities as he/she works toward constructive change.

Help the student recognize the basic laws that explain the behavior of the universe and to help him/her use these laws to predict natural phenomena and to determine their impact on his environment.

Help the student realize his/her relationship to his/her fellow man through learning about man and man's laws and how to live in harmony with them.

Develop an understanding of consumer education concepts and economic principles for the purpose of achieving within the framework of the student's own values, maximum utilization of, and satisfaction from, one's resources.

## **STUDENT RESPONSIBILITY**

Northwestern Schools have the responsibility to provide a quality education to all students who attend these schools. Students have the responsibility to understand and observe all rules and regulations, and to conduct themselves in a manner that will result in the development of productive citizens. These rules and regulations are not limited to school property but also include all reasonable involvement of school activities and events (field trips, bus stops, post prom activities and all extracurricular events).

## **COMMUNITY RESPONSIBILITY**

We welcome the community and encourage community participation. All visitors are required to report to the office upon entering any building on campus. Parents wishing to visit the schools are encouraged to call the office to set up an appointment. The presence of former students in the school is discouraged during school hours.

## **ADMINISTRATION**

Mr. Patrick Bowman, Superintendent/Elementary Principal.....	436-2210
<a href="mailto:pbowman@northwestern.k12.il.us">pbowman@northwestern.k12.il.us</a>	
Mrs. Heather Haley, Assistant Elementary Principal .....	436-2442
<a href="mailto:hhaley@northwestern.k12.il.us">hhaley@northwestern.k12.il.us</a>	
Mrs. Brandi Maxedon, Junior/Senior High Principal.....	436-2011
<a href="mailto:bmaxedon@northwestern.k12.il.us">bmaxedon@northwestern.k12.il.us</a>	
Elementary/Unit Office.....	436-2442
Junior/Senior High Office.....	436-2021

## LUNCH PROCEDURES & PRICES

1. This district received a grant for 2012-2015 which allows all students to eat free of charge.
2. Any additional milk will be charged to the student.
3. Students with money owed will be provided with a milk account balance periodically throughout the school year.
4. School food prices for 2014-2015 school year:
 

Adult Breakfast	\$2.00	Adult Lunch	\$2.50
Extra Milk for Anyone	\$0.45		

## EXPECTATIONS OF STUDENT BEHAVIOR IN THE CAFETERIA

<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
Use kind words & actions. Wait for your turn politely. Do not cut in line or save a space. Follow adult directions. Be silent when signal is given. Use quiet voices. Use appropriate language. Use good manners.	Clean up after yourself. Get all utensils, milk & condiments when 1 <sup>st</sup> going through the line. Bring your own change for vending machines. Do not ask others for money. The office cannot provide change.	Walk facing forward. Keep hands, feet & objects to self. Use all equipment & materials appropriately. Report accidents, injuries & hazards to nearest adult. Report bullying, harassment, or intimidation immediately. Sit appropriately at the table. Stay at the table until dismissed. Ask permission to leave your seat.

## FREE/REDUCED MEAL APPLICATIONS

Although meals are paid through the grant, it is still necessary for families to apply for free and reduced lunch and breakfast as this fulfills other district criteria. Applications for free and reduced meals are available at each district building location. Letters containing guidelines and applications for free or reduced lunches are available during registration and throughout the year in the school office. Parents requesting free or reduced lunches must complete and return the application to the school office. Verification of income may be requested.

## TRANSPORTATION

The District shall provide free transportation for any student in the District who resides one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available. The District shall provide free transportation for a student living less than one and one-half miles from school where walking to school or to a bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is unavailable. A student's parent or guardian may petition the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation will be provided for special education students if included in the student's individualized education program. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

## EXPECTATIONS OF STUDENTS RIDING THE BUS

*NOTE: Cameras may be utilized to monitor student behavior and bus safety.*

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Use kind words & actions. Follow adult directions. Be silent when signal is given. Use appropriate language. Conversations should be appropriate for all ages.	Be on time at the approved bus stop. Clean up your trash. Do not leave items on the bus. Do not consume food or drinks on the bus.	Cross the road when the bus is completely stopped. Cross in front of bus only. Use quiet voices. Stay in seat while the bus is in motion. Students should sit on bottoms and face the front. Do not throw items out of the window. Keep hands, feet & objects to self and inside the bus. Report accidents, injuries, & hazards to driver. Report bullying, harassment, or intimidation immediately. Use emergency exit when directed by driver. Be quiet at railroad crossings. Possession and/or use of tobacco, alcohol, or other drugs are prohibited.
<p><b>PROCEDURES:</b> The bus driver may verbally reprimand a student, make a written report, or make a written request to the administration that a student be disciplined or suspended from riding the bus. Only the administrator or School Board may suspend students from riding the bus.</p> <p><b>CONSEQUENCES:</b> Discipline will be handled in cooperation with the transportation director, administration, and the student's parents or guardians. Penalties may include assigned seating, loss or suspension of bus riding privileges, detention, in-school suspension, out-of-school suspension, or expulsion.</p>		

## BICYCLES AND WALKING TO SCHOOL

Due to the location of the school, riding bicycles and walking to school is not encouraged. Permission from the Building Principal should be received prior to any student riding a bike to school.

## FIELD TRIPS

The school recognizes the value of student participation in field trips to increase learning. Field trips, which are going to exceed a 75-mile radius from Northwestern, will require Board approval unless it is an established yearly trip. Students need to be aware that the law considers all field trips the same as a classroom. Therefore, all school rules, regulations, and policies apply on these trips as if the student were actually in the school. Any parent planning to attend a field trip with their student must first participate in a background check through the district office at their own expense and must also attend at least 2 Parent Club meetings, be a classroom assistant, attend Open House/Parent-Teacher

Conferences, or contribute to the class in some manner approved by the teacher at least twice or a combination of the two. Remember, you represent not only yourself but also your school, family, and community. All classroom assignments should be completed in advance; students must have approval of all of their teachers to attend field trips. Students who do not join their group on a field trip are expected to attend school on the day of the trip. At the Jr./Sr. High School, if a student has a failing grade in any class and that class is to meet on the day of the field trip, the student cannot attend the trip. If a student has an unexcused absence the day before the field trip, he/she cannot attend the field trip. No siblings or non-district students may attend field trips.

### **GRADING SYSTEM-DISTRICT WIDE**

92-100.....	A
85-91.....	B
77-84.....	C
68-76.....	D
67-below.....	F

Kindergarten through 3rd grade will use a skills-based grading system.

### **HOMEWORK**

Homework is important to all students. Homework provides the necessary reinforcement for what is learned at school. Most teachers allow some time at school to start homework assignments, so if your child continually seems to have too much homework, please check with your child’s teacher. Homework is a required part of learning. Part of the student’s grade may be determined from homework grades. That is why, if a student is absent, it is very important that he/she get his/her work within the guidelines (i.e., number of days absent, plus one).

### **“D” AND “F” NOTICES**

The staff and administration feel that students and parents should be notified when a student’s performance begins to decline. The school will be sending notices home for those students doing work in the “D” or “F” range at the middle of each marking period. In addition the staff must make contact with the parents before any student will receive a failing grade. This notice may be a telephone call or written note at any time in the quarter.

### **ELEMENTARY CLASS SCHEDULE**

Grade	Recess	Lunch Schedule
K-3	11:30	11:50-12:10
4-6	11:45	12:05-12:25

## JUNIOR/SENIOR HIGH CLASS SCHEDULE

1 <sup>ST</sup> hour	8:12-9:00	
2 <sup>nd</sup> hour	9:03-9:51	
3 <sup>rd</sup> hour	9:54-10:42	
JH Study Hall	10:45-11:15	Lunch 11:15-11:45
4 <sup>th</sup> hour HS	10:45-11:33	
HS Study Hall	11:35-12:05	Lunch 12:05-12:35
5 <sup>th</sup> hour JH	11:48-12:35	
6 <sup>th</sup> hour	12:38-1:26	
7 <sup>th</sup> hour	1:29-2:16	
8 <sup>th</sup> hour	2:19-3:06	

## ATTENDANCE

Students are required to report promptly and to attend all classes. As per Illinois Statutes, for attendance record and report card purposes, a student must be present 300 minutes or more of classroom instruction to constitute a full day of attendance and 150 to 299 minutes for a half-day. Any student who attends school less than 150 minutes is considered absent for a full day. However, for grades K-1, a full day of attendance is equal to four clock hours (240 minutes), and a half-day (120-239 minutes). In grades 7-12 seven class period absences is equal to one full day of absence. Where there is an unexcused absence of a student in grades Kindergarten through 8, the District shall make a reasonable effort to contact the student's parent or guardian by telephone within two hours of these students' first class to notify them of the absence.

A direct relationship exists between academic achievement and regular attendance. There is no substitute for participation in class explanations and discussions; therefore, while assignments might be made up, some learning is lost in any absence. Habits of consistent and punctual attendance are habits that will serve Northwestern students well in their future work lives.

## EXCUSED ABSENCE

The following absences will be deemed excused:

1. Personal illness-5 days (3 days for students who enroll after first semester ends) throughout the year may be excused with a note from the parent/guardian on the day the student returns to school. However, 3 consecutive days or more of absence at any time requires a doctor's note. Doctor's notes do not take away from the 5 days. However, once the student has used the total 5 days, a doctor's excuse is required for each day missed. STUDENTS CANNOT ATTEND SCHOOL EVENTS ON THE DAYS OF ABSENCE. Students may participate in extra-curricular activities if they are present for the last ½ of a school day.
2. Funeral of a family member.
3. Family medical emergency.
4. Medical appointment-We ask parents to make appointments early or late so that students miss no more than ½ day for appointments.
5. Field trips or other school affiliated events. No absence will be reported on the student's record.
6. Observance of a religious holiday.
7. Juniors and Seniors will be allowed 2 college visit days. Juniors cannot carry the days over to their Senior year. These must be pre-arranged and approved by the principal or designee.

Students must have the form completed by the college admissions officer. No absence will be reported on the student's record. Parents are urged to arrange college visits during the summer prior to the child's senior year.

8. Students absent without a doctor's excuse or administrative approval may not attend after school activities. Failure to abide by this will result in an unexcused absence.
9. Others as deemed excused by the administration.

**NOTE: WRITTEN NOTES FROM PARENTS OR FROM THE DOCTOR MUST ACCOMPANY THE CHILD THE DAY HE/SHE RETURNS TO SCHOOL. NOTES BROUGHT AFTER THAT MAY NOT BE ACCEPTED.**

## UNEXCUSED ABSENCE

Students who are absent for other than the above noted reasons are considered unexcused. Student initiated "skip" days are prohibited and will be treated as an unexcused absence. Any student's participation in "skip" days may face disciplinary action. **An unexcused absence for any part of the day will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening.** An unexcused absence means that students cannot earn credit for work completed in class or assignments assigned on that day.

Students absent for 10 consecutive days without a legitimate excuse will be dropped from the roles. Students in grades K-8 can re-enroll at any time after a parent conference. Students with high absenteeism can be retained or fail to receive credit for a course.

## PARENTAL RESPONSIBILITY

Should a child in any grade need to be absent for any reason, parents/guardians are required to notify the school by phone by 9:15 a.m. Students cannot call in for themselves. While family vacations during school are discouraged, it is understood that this is sometimes unavoidable. Should a family vacation be planned during school time, please give ample notice to the school. Students with excessive absences may not be excused for family vacations.

## TRUANCY

A chronic or habitual truant is hereby defined as a Macoupin County student between the ages of 7-16 years of age who is absent without valid cause from attendance for 5% or more of the previous 180 regular attendance days in school. Section 26-10 of the School Codes states: *Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or fine of up to \$500. Any Macoupin County student violating or, Parent/Guardian of a Macoupin County student violating, the terms of Macoupin County's Ordinance, which shall be punished as a petty offense, shall be subject to the following fines, not to exceed the limitations set forth in 55 ILCW 5/5-1113 upon conviction:*

1. A fine of not less than \$25.00 for the first violation.
2. A fine of not less than \$50.00 for the second violation.
3. A fine of not less than \$100.00 for the third violation.

Each day, or portion thereof, upon which a violation occurs, shall constitute a separate violation, with each separate violation being subject to a separate penalty, as provided herein.

## TARDINESS

When students arrive late, they disrupt classes and forgo opportunities to learn. Furthermore, they unfairly interfere with other students' opportunities to learn. Promptness is essential to student success. A student in grades 7-12 will be considered tardy for class if not in the classroom before the last bell to start that period. Students are allowed to be tardy 6 times per year. This is not 6 times per class but a total of 6 for the entire year. After the 6<sup>th</sup> tardy, the following consequences will result:

1. 7<sup>th</sup> tardy-parents will be notified by mail and the student will receive a lunch detention.
2. 8<sup>th</sup> tardy-parents will be notified by mail and the student will receive two lunch detentions.
3. 9<sup>th</sup> tardy-parents will be notified by mail and the student will receive an after-school detention.
4. 10<sup>th</sup> tardy-parents will be notified by mail and the student will receive 2 after-school detentions.
5. 11<sup>th</sup> or 12<sup>th</sup> tardy-parents will be notified by mail the student will receive an in-school suspension.
6. 13 or 14<sup>th</sup> tardy-parents will be notified by mail and the student will receive two in-school suspensions per incident.
7. 15<sup>th</sup> tardy or each additional tardy beyond 15 will receive an out-of-school suspension.

## MAKE-UP WORK/INCOMPLETE GRADES

If a student is absent from class, it is his/her responsibility to make up the work missed, according to each individual teacher's directions. All students will be able to make up work missed during an excused absence. Students will be allowed one more day than the number of days missed to make up assignments. For example, if a student misses Monday, is present Tuesday, the assignment missed on Monday is due Wednesday. **However, students attending academic functions or preplanned absences including but not limited to; Spelling Bee, Olympiad, class field trips, family trips/vacation, etc. shall turn in work the next day of class following the function.** No incomplete grades will be given at the end of the school year except in emergency situations such as an accident, illness, or funeral. Students who have irregular attendance and/or whose absences are unexcused may face grade retention due to lack of basic skill development. In grades 7-12 multiple day absences should occur before a parent may request work from the teacher. Requests should be made twenty-four (24) hours in advance. It is recommended that students check with classmates for assignments.

## DELEGATION OF AUTHORITY

Each teacher and any other school personnel, when students are under his/her charge, is authorized to impose any disciplinary measures, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules of student discipline. Teachers, other certified employees, and other persons (whether certified or not) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other persons, or for the purpose of self-defense, or defense of property. The teachers may remove students from a classroom for disruptive behavior. The Superintendent or Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

## ENROLLMENT OF HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youths. Any homeless child shall be immediately admitted, even if the child or child's parent or guardian is unable to produce records normally required to establish residency.

## STUDENT CONDUCT

The following paragraphs summarize the policies of the Board of Education of Northwestern Community Unit School No. 2 concerning conduct.

Students who are good citizens maintain a cooperative attitude in school and conform to classroom situations. Those who do not are guilty of misconduct. They not only fail to make progress themselves, but also distract others who want to learn.

Parents and guardians of children in school are expected to cooperate with the school by promoting good citizenship in the home and teaching their children the importance of good behavior and proper attitude in the classroom. Parents and guardians are also expected to be involved with any disciplinary actions brought against their child by the school.

Any student who is guilty of misconduct will be subject to verbal reprimand, lunchtime detention, after school detention, in-school suspension, out-of-school suspension, restriction, removal or banishment from extracurricular activities (as either a spectator or a participant), loss of driving privileges, expulsion, and/or Board or court action as dictated under the mandates of the law. Any known violation should be reported immediately to the school authorities. Junior and Senior High Students must obey elementary rules when in the elementary building and elementary students must obey high school rules while in the high school building. **The policies of the Board of Education concerning misconduct are as follows:**

- 1. ATTENDANCE**-Students are required to report promptly and to attend all classes. A student may leave class only with a signed pass issued by the teacher. Excessive tardiness will result in disciplinary action. **Note:** Students initiated "skip" days are prohibited and will be treated as an unexcused absence. Any students participating in "skip" days may face disciplinary action. Any unexcused absence in the afternoon will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening; this includes students leaving school due to illness. *Junior and senior high students: 8 periods of absence is equal to one full day of absence.*
- 2. BULLYING/AGGRESSIVE BEHAVIOR**-Aggressive behaviors such as violence, physical contact or closeness, force, noise, coercion, threats, intimidation, fear, profane or abusive language, bullying, or other comparable conduct, including by communications made in writing or electronically, toward anyone or urging other students to engage in such conduct is prohibited. When school personnel have determined that a student has demonstrated any of these aggressive behaviors, the student may receive disciplinary points in accordance with the handbook point system. (Board Policy 7:190)
- 3. CHEATING/PLAGIARISM**- Cheating and/or plagiarizing schoolwork and materials are prohibited.
- 4. CLOSED CAMPUS**-Students must have permission to leave the main campus at any time. Any student leaving school property must sign out through the office or obtain an off-campus pass from an administrator. At the beginning of each day, students are to report only to their respective areas of the gym and be seated unless conducting business in the office or eating breakfast in the cafeteria.
- 5. COMPUTER USE**-Computers and other technology equipment shall be used only for authorized school assignments. Computer use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District



computers. General rules for behavior and communications apply when using electronic networks. A teacher or supervisor must approve usage not related to class assignments. Copyright laws and license agreements related to computer software shall be observed. The District's Internet Usage Agreement contains the appropriate uses, ethics, and protocol. All students must have on file an Internet Usage Agreement signed by parents and students.

**6. MOBILE ELECTRONIC DEVICES (MED)**-The use for personal business or entertainment purposes of cellular phones, smart phones, pagers, radios, tape or CD player/recorders including those equipped with headphones is prohibited during the school day, **unless privileged use has been given by the administration at designated times in the Junior/Senior High School.** These items will be confiscated. Nothing in this policy shall prohibit a member of the faculty or staff from using his/her own or a school owned radio and/or tape player/recorder for instructional purposes or for entertainment purposes when appropriate. However, possession of a radio, tape player, and/or electronic games will be permitted on field trips, travel to athletic/music events, or other school related activities only with the permission and approval of the teacher and/or supervisor.

- a. MED include but are not limited to items such as laptops, cell phones, and PDA's.
- b. Students may have MED in their possession. These devices should be set to silent or quiet mode during the school day.
- c. Use of MED during school hours is regulated by specified times and locations.
- d. MED may be used during times of instruction if it is during a teacher approved and a planned portion of the learning activity.
- e. Any use of MED is strictly prohibited in locker rooms, bathrooms, whether here or in at another facility where a school activity or athletic event is occurring.
- f. Students who are dressed and participating in physical education classes are not permitted to have a MED in their possession.
- g. The District is not responsible for the loss, theft, damage, or vandalism to student MED.
- h. Using a cell phone, video/audio recording device, personal digital assistance (PDA), or other mobile MED in any manner that disrupts the educational environment or violates the rights of others including using the device to take digital images anywhere in the building or on the grounds to cheat, or otherwise violate student conduct rules is strictly forbidden. Consequences will be issued in accordance with handbook rules and regulations.
- i. Violations of this policy will be given consequences.

**7. EXTRACURRICULAR ACTIVITIES**-All students are subject to and are expected to obey the policies, rules, and regulations found in this **Student Handbook** while attending or participating in school sponsored activities. All persons, students and non-students, who attend or participate in activities/events on campus, are required to obey the rules of behavior and conduct established by the Board of Education and any other officially recognized governing body, such as the Illinois High School Association. Student misbehavior at extracurricular events may result in banishment from that event, and future events. **Due to lack of building-wide supervision during an event such as a basketball game, and unless accompanied by an adult, young children and students must remain in the gym during play action. Excessive movement in and out of the gym may result in disciplinary consequences.**

**8. DEFIANCE OF AUTHORITY/INSUBORDINATION**-Defiance of authority is defined as any verbal or non-verbal refusal to comply with a reasonable request from school personnel. Defiance of Authority is a serious offense and will be dealt with accordingly. A student who willfully fails to report to a designated location when requested to do so by any school employee, shall be guilty of insubordination and shall be subject to the board's disciplinary penalties for misconduct.

**9. FALSE ALARM**-The willful making of a false alarm by outcry, mechanical alarm, or other device is prohibited.

**10. FIGHTING**-Fighting, threats, or use of profane or abusive language will not be tolerated. Students who make threats or who are involved in the use of profane or abusive language, as determined by school officials, shall be subject to the Board of Education's disciplinary penalties for misconduct. A student who is provoked or assaulted shall retreat from the situation and seek help from staff members immediately, if possible. A student who immediately retreats from a fight will not be deemed to have been involved in a fight. Provoking a fight or not dispersing from a fight when directed to do so or interfering with school personnel in their attempt to break up a fight may receive the same consequences as for fighting.

**11. FOOD AND DRINK**-All food and drink is to be consumed in the cafeteria **unless prior administration approval**. The soda and juice machines are off limits except during high school lunch and after school. Junior High students do not have access to vending machines. Breakfast is served at Elementary and the Junior/Senior High Schools.

**12. GAMBLING**-Any form of gambling or implied gambling will not be permitted on the campus of Northwestern.

**13. GROSS/CHRONIC DISOBEDIENCE**-Gross/chronic disobedience of school rules is defined as but not limited to violations of the drug/alcohol abuse policy, assault/battery of a staff member, weapons possession or use thereof, false fire alarm, bomb threat, or explosive devices.

**14. HALL CONDUCT**-Students should exercise common courtesy while in the hall areas. Students may not be in the hall areas, during class time, without signed authorization. High school students are not permitted to loiter in the Junior High section unless they are going to the library or class. Likewise, the Junior High students are not allowed to loiter in the high school section. This applies to gym use before the first bell and during selected assemblies.

**15. HALL PASSES**-Students are not to be in the halls during class periods without a hall pass. Teachers are to issue each student an individual written pass. Each pass is a privilege that a faculty member may or may not grant. Improper usage of hall passes will result in the offender being disallowed the privilege. Forgery or altering a pass in any way will result in strong consequences. Penalties will range from revocation of all privileges to suspensions.

**16. LOCKERS**-A locker is to be used to store books, book bags, supplies, and outdoor garments. Students are cautioned not to use lockers for money or other valuables. The school cannot assume responsibility for articles missing from lockers. Lockers should be locked. Beverage containers that have been opened will not be allowed to be kept in lockers. Each student will be held responsible for the condition of the locker assigned. If a locker/lock does not function properly, please contact the office. School authorities may inspect and search school property and equipment owned or controlled by the school, as well as personal effects left there by a student, without notice to or the consent of the student. **Students have no reasonable expectations of privacy in these places or in their personal effects left there.** School authorities may search a student and/or the student's personal effects in the student's possession when there is a reasonable ground for suspecting that a search will produce evidence the particular student has violated or is violating the law or the District's student conduct rule. If a search produces evidence that the student has violated or is violating the law or the District's policies of rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**17. LOITERING**-No loitering is permitted in the restrooms, hallways, and other designated areas at any time.

**18. NUISANCE ITEMS**-Due to the inherent dangers and potential disruption of items such as, but not limited to, roller blades, skateboards, squirt guns, yo-yos, laser pens, etc., are not permitted at school. Such items will be confiscated and returned at the discretion of the teacher and administration.

**19. OBSTRUCTION OF AN INVESTIGATION**-Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be

false, present a potential danger to student and staff safety. Violators will be subject to the Board of Education's penalties for misconduct.

**20. OFFICE PHONE USAGE**-Receiving messages at school- The phone in the office is a business phone. Any calls to parents because of sickness must be made in the office by the office staff. Please try to make appointments, bus plans, alternate car rides, etc. before your student leaves for school in the morning. **Messages are a disruption of class time and cannot be delivered except in the case of an emergency. In addition, student phone usage in the office will be limited. Daily calls for homework, band instruments, uniforms, extracurricular activities, etc. will be banned unless an unforeseen change occurs.**

**21. PRESENCE IN AN UNAUTHORIZED AREA**-some of the unauthorized areas to students are (but not limited to), teachers' lounge, faculty restrooms, etc., unless accompanied by a faculty member. After classes end for the day, students are not allowed in the building except for school related activities such as athletics, clubs, meetings, rehearsals, tutoring, and detentions.

**22. PROJECTILES**-The throwing of any snowball, stone, or other missile is prohibited.

**23. RESTROOMS**-Restrooms are available during the passing time, lunch period, and in *emergency* situations during class time.

**24. SEXTING**-Use of a cellular phone, video recording device, camera, or other electronic device for the purpose of creating, sending, sharing, viewing, receiving, possessing, or storing an indecent visual depiction of oneself or another person is prohibited.

**25. STUDENT LANGUAGE-STUDENT EXPRESSION**-The administration reserves the right to prohibit expression that may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions or actions that are considered obscene to minors, are libelous or slanderous, injures, harasses or invades the privacy of other people; or disrupts the orderly operation of the school.

**26. THEFT**-The pilfering, theft, or illegal possession of another's property, including school property, and/or the taking of money, books, or other property through the use of threats, force or coercion is prohibited.

**27. VANDALISM/CARE OF SCHOOL PROPERTY**-The willful destruction of school property or the property of another individual is prohibited. A student which disfigures, defaces or destroys school property will be required to repair the damage or provide full monetary restitution for the damage in addition to any other discipline that may be imposed per District policy. This includes the writing on desks/lockers and lost or damaged textbooks. Altering or disabling a security device is prohibited.

**28. WEAPONS**-Any student who is determined by school officials to possess, use, transfer, or control a weapon on any school grounds, in any school bus, at any school sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, except where such possession, use transfer, or control is necessary to a legitimate part of a bona fide school program or activity, may be expelled for a definite period of time not less than one (1) year and not more than two (2) years, except as provided below.

For the purpose of this rule, "weapon" shall include, but not be limited to:

- Any type of "firearm", as defined in 430 ILCS 65/1.1, whether loaded or unloaded. The School Code also prohibits firearms as defined by 18 USC & 921 (US Criminal Code) and 720 ILCS 5/24-1 (Illinois Criminal Code).
- Any type "ammunition", as defined in 430 ILCS 65/1.1.
- Any type of "explosive material", as defined in 225 ILCS 210/1003(b).
- Any type of knife-like weapon.

- Any type of Billy club, brass knuckles, metal stars, or metal pipes.
- Any object which substantially resembles any of the objects listed above.
- Any object that is actually used to cause bodily harm to another person, attempted to be used to cause bodily harm to another person, or used to threaten bodily harm to another person, such as pepper spray and mace.
- Any item determined by school officials to have possessed, used, transferred or controlled in violation of this rule will be retained by school officials, and turned over to either a parent or legal guardian of the student at the end of the year or to the police.

The minimum length of expulsion may, in the Board of Education’s discretion, be modified in an individual case. Factors taken into account in such a decision may include:

- The seriousness of the student’s conduct.
- The history or record of the student’s past conduct.
- The likelihood that the student’s conduct will affect the delivery of educational services to other students.
- The severity of the punishment.
- The interests of the student.

The possession and/or use of any kind of pocket knife are prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the office until the end of the year where it may be claimed by a parent or guardian. Any student who uses a pocket knife as a weapon to threaten or harm another person during the school day or at any school sponsored and/or related activities shall be subject to the Board of Education’s disciplinary penalties for misconduct.

## **SOCIAL NETWORK PASSWORDS**

The school may request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the school has reasonable cause to believe that the student’s social networking account contains evidence that the student has violated a school disciplinary rule or policy. (105 ILCS 110/3.10)

## **DESTRUCTION OF PROPERTY**

If a student loses, destroys, or damages school property of books, he/she will be expected to pay for the loss. The administration will place a fair amount on the damage and notify parents of the cost. This act can lead to disciplinary action in accordance with the point system.

## **DISPLAYS OF AFFECTION**

The Board of Education hereby finds and determines that excessive displays of affection may cause substantial disruption to the educational process. All excessive displays of affection, including kissing and fondling, are prohibited anywhere on the school campus or during any school-sponsored event.

## GENERAL DISCIPLINE

When a student commits an act of gross disobedience or misconduct as defined by the School Board, the student's right to an education may be temporarily withheld (105 ILCS 5/10-22.6). No governmental agency, such as a school, may deprive a student of rights without due process of law. A student is entitled to procedural due process and must be allowed to present a defense and explain the circumstances of the actions in question.

The basic difference in suspension and expulsion is as follows:

1. A suspension is not to exceed ten (10) school days. An expulsion is from eleven (11) school days to a maximum of two (2) school years.
2. The Board of Education, the Superintendent, a Principal, or an Assistant Principal may suspend a student; only the local Board of Education can expel a student.
3. A student may be **SUSPENDED** after an informal hearing; a student may be **EXPELLED** after a formal hearing.

## SUSPENSION

The following procedures apply to suspensions:

1. Prior to any suspension, a conference will be held during which the student will be given written or oral notice of the charges against him or her, as well as any evidence to support the charges. The student will have an opportunity to respond to the charges.
2. A pre-suspension conference is not required 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, a student may be suspended immediately, with notice and conference to follow as soon as in practicable.
3. Any suspensions shall be reported immediately to the student's parent or guardian by mailing a written notice. The District will also make reasonable efforts to notify the parent or guardian by phone prior to the beginning of the suspension. The parent or guardian shall be informed of the reason for the suspension, the length of suspension, and their right to a review of the suspension by the School Board.
4. Upon the request of the parent or guardian, a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At such a hearing, the student has the right to a lawyer at the student's own expense to question the person who made the decision to suspend to present evidence, to call witnesses, and to make a statement on his or her own behalf.
5. A record of the proceedings will be made and retained by the School District and provided to the student upon reasonable reimbursement of incurred expenses.
6. If the suspension decision is reversed, all references to it in the student's records will be removed, and the School will give the student assistance necessary to make up missed school work.

## TYPES OF SUSPENSIONS

- 1. Temporary removal from an individual class: If a student is disobedient or disruptive, the pupil may be removed from the class temporarily.** The student will be assigned to another setting during the class period (usually the office). The student reports to all other classes. The student receives homework assignments and may participate in make-up tests. No parent notification is required and no appeal is authorized. In certain situations, a student may be taken home if the continued presence of that student (in the opinion of the administration) will continue to be substantial disruption in the school.
- 2. In-school suspension (directed study): Most district students who are suspended will be assigned to a “directed study” area, as determined by the administration.** Parental notification and due process will be given. During the period of in-school suspension, they will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises, except during the school hours. The student is expected to complete all assignments missed due to the suspension, including tests on a daily basis as required by the teacher. Use of electronic devices will be prohibited. Work must be completed manually.
- 3. Out-of-School suspension: A student may be suspended for up to ten (10) school days for acts of gross misconduct and/or persistent disobedience.** Parental notification and due process are required. During the suspension the student will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises during the period of suspension. This includes weekend events, if applicable. Work is allowed to be made up for 68% of what is earned. The parent or guardian is responsible for obtaining the make-up work for the student. Teachers will bring assignments to the office daily. All work is to be turned in to the office immediately upon arrival when returning from the suspension. Anything not turned in to the office upon arrival will result in a zero grade.

## EXPULSION

The following procedures apply to expulsion.

1. The student and the student’s parents will be notified of the expulsion and requested to appear at a School Board meeting to discuss their child’s behavior. The request shall be made by registered or certified mail and shall state the charges for dismissal (i.e. specific acts of misconduct), and the date, time, place, and purpose of the School Board meeting. The expulsion will not take place until after the School Board meeting.
2. At the hearing by the School Board, the student has a right to a lawyer at the student’s own expense, to question the person who made the recommendation to expel, to present evidence, to call, question, and cross-examine witnesses, and to make a statement on his/her own behalf.
3. A record of the proceedings will be made and retained by the School District and provided to the student or representative upon request and on a reimbursable basis.

In the interest of helping students, the School District may assist in providing or locating alternative educational opportunities for the suspended or expelled student. These opportunities may include alternative school settings. The Illinois State Board of Education provides information and assistance to school districts and students interested in educational alternatives within a school or off campus.

## OTHER DISCIPLINE ALTERNATIVES

Other discipline measures which can be taken by teachers and/or appropriate administrative personnel include, but are not limited to the following: (1) verbal reprimand, (2) parent conferences, (3) time out, (4) detention (lunchtime or after school), (5) loss of driving privileges, (6) withdrawal of privileges (including banishment from extracurricular activities), (7) behavioral contract, (8) peer counseling, (9) referral to counselor, (10) referral to social worker, (11) special assignments, (12) referral to police liaison officer, (13) rearrangement of class schedules, (14) directed study (in-house suspension), (15) restitution, (16) seizure of contraband, and (17) mandatory counseling.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. District employees are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

## DETENTIONS

Junior/Senior High detentions will be served during lunchtime or after school. Lunchtime detentions may be served the day of the incident; however, the date of the detention and reason will still be mailed home. Any staff member is authorized to write a Disciplinary Referral (D.R.), which may result in disciplinary action. **Failure to serve properly may result in more serious consequences. For example, refusal to serve lunchtime or after school detentions may result in an in-or-out-of-school suspension. In case of illness, the detention will be served on the next school day.**

### The rules to follow for detention are:

1. Students may not bring food or drink to detention.
2. During lunchtime detention, students will be served 1 hot lunch with white milk. No condiments, salt/pepper, or seconds are provided in lunch detention.
3. Sit in the seat assigned by the detention supervisor.
4. Bring enough material to keep busy the entire time. Failure to do so may result in rescheduling with additional detentions or in work tasks being assigned, or more serious consequences such as after school detention, or an in-or-out-of-school suspension.
5. No communicating with other students in detention.
6. No laying head or propping feet onto any desk or chair.
7. Follow all directions from the supervising teacher.
8. Students may be required to complete a reflective writing for each incident before completing the detention.
9. Lunch may be served after all other students have gone through the line.
10. Elementary students will serve after school detentions from 3:15-3:45 p.m. on selected days. Junior/Senior High School will be served for one hour after school on the assigned day(s).
11. Use of electronic devices will be prohibited. Work must be completed manually.

***In addition to the detention rules, the monitor may impose additional criteria to be followed.***

## SUBSTANCE USE/ABUSE POLICY

### RULES OF CONDUCT

Possession and/or use of any drugs, alcohol, tobacco, tobacco products or other intoxicants, as well as the possession, use, delivery, control of alcohol, drugs, drug paraphernalia, look-alike drugs, drugs prescribed for another, or other intoxicants is prohibited in any school context. This could include, but not limited to, the school grounds, the regular school program; a school sponsored activity including activities, which occur away from Northwestern Junior/Senior High School. It also includes other context clearly related to school functions, such as activities, which occur adjacent to school property, or school sponsored activities. These activities can occur before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school sponsored activity. Any student found in violation of this policy will be suspended for up to ten (10) school days per incident and will be subject to additional disciplinary actions including possible expulsion from school and all school activities (athletic participation and attendance, dances, prom, trips, and other activities deemed by the administration for one calendar year).

### Definitions

- A. **Tobacco.** For purpose of this policy, tobacco will mean cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked. (including electronic cigarettes or e-cigarettes)(Source: P.A. 86-821; 86-1028).
- B. **School Purposes.** Includes, but is not limited to, all events or activities or other uses of school property that the school board or school officials authorize or permit on school property, including, without limitation, all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate. (Source: 105 ILSC 5/10-20.5b).
- C. **Drugs.** Unless the context requires otherwise, the word “drugs” includes substances containing alcohol and/or mind altering drugs and substances recognized as drugs in The Physicians’ Desk Reference, Official United States Pharmacopeia, Official Homeopathic Pharmacopeia of the United States, or Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word “drugs” also includes substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.
- D. **Drug Paraphernalia-Possession Of.** “Drug paraphernalia” means all equipment, products, and materials of any kind that are peculiar to, marketed for, used in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician. Examples shall include, but not be limited to cigarette papers, pipes, holders of smoking materials of all types, cigarette rolling machines, and other items designed primarily for smoking or ingestion of tobacco products or of substances made illegal under any statute or of substance whose sale, gift, barter, or exchange is made unlawful under the Tobacco Accessories and Smoking Herbs Control Act, 720 ILSC 685.
- E. **Possession.** Any student who has possession or control of any alcoholic beverage, marijuana, and controlled substance other than as prescribed by a physician for that



individual, any other intoxicating substance, any “look-alike” intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. The term “possession” as used herein is defined to include the use of the student’s person, clothing, supplies, or automobile as well as school lockers, desks, or other school property for the storage of illegal substances.

- F. **Delivery.** Any student, who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia will be subject to disciplinary action. Delivery means a person’s immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment of other consideration.
- G. **Look-Alike.** A “look-alike substance” is a substance, which by dosage unit, appearance including color, shape, size, container and/or packaging, markings, or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or an illegal/controlled substance.
- H. **Under the Influence of Drugs.** A student is under the influence of drugs if his behavior or character is modified in any degree as a result of the ingestion, inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed “drunk” or “drugged” to be under the influence of drugs.
- I. **Using Drugs.** A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any school context.

## **PROCEDURES FOR REVIEW OF ELECTRONIC RECORDINGS**

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Administrator, including the Building Principal, Transportation Director, bus driver, and coach or other supervisor. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

## **PROCEDURES FOR SEARCHES**

### **INTRODUCTION**

The Principal or Designee may properly conduct or authorize a search of a student at Northwestern Junior/Senior High School, on the property, or on the school bus when the purpose of that search is to maintain the safety and discipline of the student body or to promote the orderly functioning of the educational environment. Searches will only be conducted for evidence of violations of law or Northwestern Junior/Senior High School expectations.

1. **Reasonable Cause-**Any search of students will only be conducted when a staff member has reasonable suspicion that the search will produce evidence that the student has violated or is violating with the law or District rules of student conduct, based on one or more of the following:

- a. Reliable reports or information from credible sources made known to school staff. If the source is anonymous, the information must show that the informant has a relationship to the school or student so as to give it credibility.
- b. Suspicious or evasive behavior suggesting violation of a school policy or law, or concealment of contraband, weapons, or stolen property.
- c. Observation of a student engaging in prohibited conduct or suspected prohibited conduct.
- d. Verbal statement of the student that he or she has a weapon/contraband or intends to harm students or staff with a weapon.
- e. The return of a student after having run away from the building and suspicion that the student went to a location where a weapon or other prohibited item would be available.

The Northwestern Junior/Senior High staff may also take into account the student's disciplinary history in the development of reasonable suspicion.

- 2. **Justifying the Procedure-** The scope for the search conducted must be reasonable related to the objective sought and the evidence searched for. The search shall follow the step-by-step process outlined in the Northwestern Junior/Senior High School Procedure. In determining if the search is related to the objectives sought, Northwestern Staff will consider:
  - a. The nature and severity of the violation to determine the permissible amount of intrusion into the student's privacy rights.
  - b. The area to be searched so that it will be no more extensive than required to serve Northwestern legitimate objectives.
  - c. The time and place where the search is conducted so that it will be as close as possible to the time and place of the suspected violation.
  - d. The duration of the search so that it will be no longer than to serve the school's legitimate objectives.
- 3. **Locker and Desk Searches-** Searches of lockers, desks, storage spaces, and other property owned by Northwestern School District #2 may be conducted at any time, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these areas.
- 4. **Searches of students and their Personal Belongings-** A search of a student and his/her personal belongings, including vehicles, will be conducted with reasonable cause and according to the Northwestern outlined procedures.
- 5. **Surveillance-** Surveillance shall only be conducted in hallways, classrooms, school buses, and other areas open to the public view where the students are permitted.
- 6. **Random Sweeps-** Random sweeps will only occur in cases of emergency where special circumstances require immediate action to avoid danger to persons or property.
- 7. **Police Involvement-** Police involvement shall be sought whenever Northwestern Officials uncover evidence of a violation of state law or when officials deem such involvement necessary or helpful in maintaining school or bus safety. The standard for a search or seizure by police is probable cause.

## **SEXUAL HARASSMENT**

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

- 1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of the student's academic status; or
- 2. Has the purpose of:

- a. Substantially interfering with a student’s educational environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile”, and offensive, “include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

### **DISTRICT NONDISCRIMINATION COORDINATORS**

Mr. Patrick Bowman, District Office  
 30953 Route 111  
 Palmyra, Illinois 62674  
 217-436-2442

Mrs. Brandi Maxedon, Jr./Sr. High  
 30889 Route 111  
 Palmyra, Illinois 62674  
 217-436-2011

### **TEEN DATING POLICY**

According to (105 ILCS 110/3.10) The Northwestern School Board policy has adopted a policy stating teen dating violence is unacceptable and prohibited and each student has the right to a safe learning environment.

### **DRIVING**

Students’ driving to school is a privilege and will be treated as such. By the fact that a parent permits his/her child to drive, the school will assume no responsibility for a student’s driving habits or motor vehicles. Students will be expected to abide by the following rules:

1. An authorization/registration form signed by the student and parent/guardian including a copy of current proof of vehicular insurance must be on file in the office before parking tags will be issued. This registration form must list **ALL** vehicles that the student might drive.
2. A vehicle tag is required for parking on campus and must be purchased yearly in the office. This tag must be clearly visible within the designated area.
3. Students will exercise extreme caution when operating a motor vehicle on school property. Speed limit- 10 miles per hour on school property.
4. Upon arrival at school, the vehicle is to be parked and locked, and must remain so until the end of the day. **Students must leave cars as soon as they park and not return until school is dismissed.**
5. Students will be assigned a numbered parking space.
6. Student parking is in the **main lot only**, not in the circle drive, the north end of the building, by the dumpster, or the tin shed.
7. Students **must** yield to buses.
8. Only students going north may use the north exit.
9. Violation of Student Handbook rules will result in point’s assessment and may result in the loss of driving privileges and/or revocation of parking privileges.

10. Refer to number four under Procedures for Searches (p.24). Violations of any of these rules can and will result in the loss of driving privileges or vehicle being towed at the owner's expense.

## EXTRA-CURRICULAR MISCONDUCT

While participating in extra-curricular activities (either as a participant or as a spectator), students will adhere to Northwestern Community Unit School District No. 2 Discipline Code as well as all federal, state and local laws. Student misconduct during extra-curricular activities may be handled similarly to misconduct taking place during school hours on district premises.

Appropriate disciplinary measures may be taken by the sponsor/teacher/coach as well as referrals to the administration for disciplinary action in the event of misconduct. This may cause the student to be removed from extra-curricular activities and/or positions of leadership (e.g., Student Council, FFA, etc.).

Students and parents are reminded that participation in activities is a privilege. Students must assume responsibility for their behavior during their participation and abide by any rules and codes as may be implemented. Student misconduct will result in points being assigned and may result in the student's temporary or permanent removal from extra-curricular activities.

At the conclusion of a game or extra-curricular activity, students are expected to depart the premises in a timely manner. Students who do not depart in a timely manner may be banned from future extra-curricular activities or events.

## STUDENT DRESS AND GROOMING

Students will be expected to abide by the following policies that are designed to create an environment conducive to learning.

All students in the Northwestern District, grades K-12, are expected to wear clothing in a neat, clean and well-fitting manner. Students are to use discretion in their dress and are not permitted to wear apparel that is distracting or obscene. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere or disrupt the educational environment or process.

- Dress and grooming shall not be contrary to curriculum goals and/or educational objectives or advertise, promote, or picture alcoholic beverages, illegal drugs, or illegal or violent behavior.
- Dress and grooming including accessories shall not display lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols.
- Bare shoulders, bare backs and bare midriffs are unacceptable. All attire is required to have a neckline, which does not show the chest or cleavage area.
- All tops/shirts must have sleeves. The following types of tops (but not limited to) are not permitted: halter tops, tube tops, tops with spaghetti straps, and tank tops which violate the conditions stated in the opening of this dress code.
- Severely ripped clothes and pajamas are inappropriate for school and are not allowed. No holes causing skin to be visible. No tights underneath of ripped clothes to cover skin.
- Clothing made of fishnet fabric is not permitted.
- Hemlines may not be any shorter than mid-thigh (finger-tip length). **No Soffe shorts.**
- Ragged hemlines or cut off hemlines that drag shall not be worn in the buildings.

- Properly fitting clothing is to be worn. Undersized, oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waist. Sagging is prohibited.
- Appropriate footwear must be worn at all times.
- Roller blade type shoes are prohibited.
- Coats, sunglasses, and head apparel (hats, bandanas, scarves, etc.) shall not be worn in the buildings during the school day. No book bags, bags, or purses shall be carried throughout the buildings during the school day. These items are to be locked in student lockers.
- Pierced jewelry other than earrings worn in the ear shall not be worn.
- Chains are prohibited.
- Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times.

**Students who violate this Dress Code will be required to immediately change into attire previously approved by administration. Failure to comply will result in designated consequences. They will not be excused during the time that it takes to be in compliance with the Dress Code. Interpretation will be the responsibility of the Building Administrator(s). These rules apply to all student activities and transportation under the direction of the school. The following point system reflects all student activities in the same manner.**

## **JUNIOR HIGH AND HIGH SCHOOL**

### **MISCONDUCT/POINT SYSTEM**

<i><b>Point</b></i>	<i><b>Discipline</b></i>
5	1 lunch detention
10	2 lunch detentions
15	1 after-school detention
20	2 after-school detentions
25	In-school suspension (1-3 days)/Bus Suspension
30	In-school suspension (1-3 days)/Bus Suspension
35	In-school suspension (1-3 days)/Bus Suspension
40	Saturday School (In-School Suspension 3-5 days)
45	Saturday School (In-School Suspension 3-5 days)
50	Saturday School (In-School Suspension 3-5 days)
55	Saturday School (In-School Suspension 3-5 days)
60	Out-of-school suspension (1-10 days)
65	Out-of-school suspension (1-10 days)
70	Out-of-school suspension (3-10 days)
75	Out-of-school suspension (3-10 days)
80	Out-of-school suspension (5-10 days)
85	Out-of-school suspension (5-10 days)
90	Out-of-school suspension (5-10 days)
95	Out-of-school suspension (5-10 days)
100	Out-of-school suspension with Disciplinary Probation
120	Out-of-school suspension with recommendation For alternative school placement or expulsion

**5 point violations**

Abuse of Hall Pass  
Cell Phone Violation  
Dress Code/Appearance  
Excessive Talking in Class (repeated incidents)  
Gambling  
In Parking-lot without permission  
Parking violation  
Leaving lunch area without permission  
Leaving school without permission/not signing out  
Not bringing materials to class (repeated incidents)  
Obscenity  
Projectiles  
Public Display of Affection  
Sleeping in Class (repeated incidents)

**10 point violation**

Class dismissal  
Disrespect toward staff  
Disruptive behavior/Mischief  
Forgery  
Graffiti/Minor vandalism  
Lunch room violation  
Lying to faculty/staff/administration  
Not returning to class after activity

**15 point violation**

Computer misuse  
Misconduct under substitute teacher  
Unsafe driving in parking lot  
Gang/satanic graffiti/symbols/signing  
Rough housing  
Cheating/plagiarism

**25 point violation**

Disruptive devices  
Truancy

**30 point violation**

Defiance of authority  
Fighting  
Possession/use of tobacco products  
Theft  
Theft/vandalism of less than \$150.00

**40 point violation**

**Gesture/Obscenity toward staff**

**Harassment of student**

**Intimidation of student**

**Bullying**

**60 point violation**

**Threat/intimidation/harassment toward staff**

**Theft/vandalism of \$150.00 or more**

**Zero Tolerance**

**Drug/Alcohol abuse, etc.**

**Assault/Battery of Staff member**

**Weapons possession/Use**

**False Fire Alarm**

**Bomb Threat**

**Explosive Devices**

**Gross Disobedience or misconduct**

## **MISCONDUCT POINT SYSTEM GUIDELINES**

**35 points-** Discipline Warning Letter will be sent home.

**55 points-** Required Parent Conference. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *55 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the *school counselor/social worker*. The purpose of this conference is to develop a plan so the student can be successful in school.

**75 points-** Required Parent Conference. If a senior, the student will be unable to go on the senior trip. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *75 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the school *administrator*. The purpose of this conference is to develop a plan so the student can be successful in school.

**100 points-** The student will be placed on School **Disciplinary Probation**.

1. A student that accumulates **100** misconduct points or violates the policies of the Board of Education concerning misconduct may be placed on **School Disciplinary Probation** by a school administrator.
2. A student placed on probation shall be required to abide by the school's rules on tardiness, attendance, behavior, and such other specific conditions of the probation as may be established.
3. If the student fails to abide by the conditions of his or her probation or reaches **120** misconduct points, he/she may be subject to Alternative School Placement or an Expulsion hearing before the Board of Education.
4. While a student is on **School Disciplinary Probation** he/she will have the opportunity to contract with his/her teachers and the administration to eliminate misconduct points.
5. While on **School Disciplinary Probation** the student will not be allowed to attend any after school extra-curricular activities home or away.

**120 points-** When a student accumulates **120** points under the misconduct points system, the student will be recommended for expulsion or alternative school placement. The length of the expulsion or the option of alternative school placement will be determined on a case-by-case basis.

**Points may be earned back through an approved behavior contract with both the teacher and administration.**

### **SATURDAY SCHOOL GUIDELINES**

Saturday School is intended to provide an alternative to the suspension of a student out of school. Students will receive a three hour (8:00 a.m.-11:00 a.m.)Saturday School assignment. The student will be expected to bring enough work to keep them busy during the time assigned. **If a student does not attend Saturday School, does not bring work for the time assigned, or is sent out for behavior, he/she will be suspended out of school for two days with no credit given except for major works.** This out of school suspension will be for the two days of school immediately following the Saturday School. The second time a student chooses not to attend an assigned Saturday School; he/she will be assigned three days out-of-school suspension and will no longer be assigned Saturday Schools for the remainder of the semester. Once a student has failed to successfully complete two assigned Saturday Schools during a semester, inappropriate behaviors that would normally result in Saturday School assignment will result in an out-of-school suspension. **STUDENTS WHO ARE ABSENT ON FRIDAY ARE STILL EXPECTED TO SERVE ANY ASSIGNED SATURDAY SCHOOL.**

The rules and procedures for Saturday School are as follows:

1. Students will be given two school days' notice before serving Saturday School so they can make necessary arrangements.
2. Students should report to the high school commons by 7:50 A.M. on the day assigned.
3. If a student is late, he/she will not be admitted.
4. Students will be seated by the supervisor.
5. Students will be given a short break at 10:00 A.M.
6. Food, drinks, electronic devices such as I-Pods and laptops are not permitted. Cell phones should be powered off.
7. Sleeping is not allowed.
8. The supervisor has the responsibility to maintain regular classroom discipline. A student may be sent out of Saturday School for violation of rules or procedures. If a student is sent out of Saturday School, he/she will serve a 2-day out-of-school suspension.
9. Saturday Schools are expected to be served even though a student might be assigned out-of-school suspension during the same time period.
10. Students attending Saturday School are expected to follow the School Dress Code and follow all other student handbook policies.
11. If school is cancelled on the Friday before Saturday School due to snow day etc., then Saturday School will be cancelled as well and will be rescheduled.

### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

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 District shall comply with the Individuals with Disabilities Education Improvement Act and the Illinois State Board of Education’s special education rules when disciplining special education students. No special education student will be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## GRADING SYSTEM-HIGH SCHOOL

In September of 1998, Northwestern High School changed to a weighted grading system. Under this system a student can receive extra grade point value for certain “honors” classes. These grade points are used to calculate class rank, grade point average and honor roll. They do not affect credit given in anyway.

Students wishing to enroll in honors classes must have at least a 3.0 cumulative grade point average.

Honors Class	Regular Class	Honors Class	
A 5.0	4.0	Biology II	U.S. History CP
B 4.0	3.0	Spanish II, III, IV	Psychology
C 3.0	2.0	Chemistry II	Advanced Math
D 2.0	1.0	Algebra II	Physics
F 0.0	0.0	English IV CP	Calculus

## CREDITS AND CLASSIFICATION

<b>Sophomore</b>	5 Credits	<b>Junior</b>	12 Credits	<b>Senior</b>	19 Credits
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## GRADUATION REQUIREMENTS

*Students must complete at least 7 semesters prior to graduation.*

English I	1 credit	Consumer Ed/HRM	.5 credit
English II	1 credit	Computer Application	1 credit
English III	1 credit	Driver’s Education	.5 credit
English IV	1 credit	Health	.5 credit
Three years of Math	3 credits	P.E. (3 years)	3 credits
U.S. History	1 credit	Electives	8 credits
Constitution Test	Pass	Freshman Seminar	1 credit
Additional Soc. St.	1 credit	Learning Strategies	1 credit
Biology I	1 credit	Band, Art, Foreign Language	
Physical Science	1 credit	or Vocational Education	1 credit

**Required total credits 26 credits**

## ADD/DROP CLASS

Students will be allowed to request in writing to drop or add a class up to the completion of the third day of the semester. All changes must have administrative approval. Students dropping a class after this period will receive a failing grade for the semester. The administration reserves the right to make exceptions to the policy on a case-by-case basis.

## SEMESTER AND FINAL EXAMS

All Northwestern Junior High students are required to take both first and second semester exams in each of their classes. High School requirements are as follows:

1. All students, **including Seniors**, must take first semester exams.
2. Seniors who's PSAE test scores Meet or Exceed the Illinois Learning Standards for a particular subject area may elect to be excused from that subject's first semester final.
3. Any senior participating in early graduation may be required to take semester exams.
4. Students with an "A" average\* in a class and no more than 3 days excused absences **for the entire year**, or "B" average\* and no more than 2 days excused absences **for the entire year** may elect to be excused from taking the second semester exam. Students starting a new class 2<sup>nd</sup> semester must have an "A" average\* and no more than 2 days excused absences or a "B" average\* and no more than 1 day excused absences to be exempt from the final exam. Any student with 1 or more unexcused absences will be required to take the final exams. \*the average will be calculated using 50% 1<sup>st</sup> Semester (Q1, Q2, and Semester Exam) and 50% 2<sup>nd</sup> Semester (Q3, Q4).
5. Any student not required to take an exam may elect to take the exam to raise their score. If the exam does not raise their score, the student may choose to disregard the exam score.

*The campus will continue to be closed during the exam periods as it is during the year. This means that students will not be allowed to leave the building without prior administrative approval. Exams are scheduled on a two-period basis for each class with each day having four exam periods possible. Semester and final exams count for 15% of the grade for all Northwestern Junior and Senior High School students.*

## JUNIOR HIGH PROMOTION-RETENTION

Junior High School students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria: **Grades 7-8:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained. Final course grades are determined by averaging the 2 final semester grades (sum of final grades for S1 + S2 divided by 2).

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **DANCES**

The student body at Northwestern has the opportunity to attend several dances during the year. The dress code for most dances will be casual with the exceptions of Homecoming (semi-formal) and Prom (formal). Northwestern students must register any out-of-school date with the office prior to the dance. In addition, all dances are grade level specific; meaning if it is a high school dance, no junior high students will be allowed to attend. The Board has also approved the use of a breath analyzer at all dances. The procedure for this is as follows:

1. All Northwestern students and their guest entering the dance area will submit to testing. Students should arrive in a timely manner; the breath analyzer is available for only one (1) hour after the doors open.
2. Any non-Northwestern person attending the dance as a date, regardless of age, will submit to testing. Refusal will result in denial of entrance to the dance.
3. Students not passing the test will be detained for parent pick-up and face school and/or legal discipline measures.

Other Regulations:

4. No one can leave the building and expect to return to the dance.
5. Students who are absent from school on the day of the dance, (or the last school day before the dance) for any reason (illness, suspension, expulsion, etc.) are not permitted to attend unless they have received prior permission from the administration.
6. Students who misbehave during the school year (as determined by the administration) may be banned from extra-curricular events and activities, including dances.
7. The sponsoring club or organization must clean up after the dance and put tables and chairs back in proper order before the time of the next scheduled class in the gym.
8. All dances must be placed on the school calendar and approved by the principal.
9. All school dances are considered to be an extra-curricular activity. Students must obey the discipline rules as listed in other parts of the student handbook.
10. The administration must OK all outside guests to student only dances.
11. Refer to number six (6) under Student conduct (p.16).
12. Dance guests 21 years and older need proof of a background check at the individual's own expense and it must be submitted to the High School Office one (1) week prior to the dance.

## **EDUCATION TO CAREERS (SCHOOL TO WORK)**

Some seniors (also juniors with prior administrative approval) may participate in our school-to-work program. Prior approval of the program director and documented employment are required. The school-to-work program is for 7<sup>th</sup> and 8<sup>th</sup> periods only.

## SENIOR TRIP

The year-end senior trip is a privilege, not a property right. Students who choose to display misbehavior during the school year are in jeopardy of losing the privilege of participating in the trip. Seniors who do not attend the senior trip are expected to attend school during the senior trip. A senior who is not achieving a 77% semester average and a 77% quarter average at the mid-term of the 4<sup>th</sup> quarter in a class which is required for graduation will not be allowed to participate in the senior trip. A senior with graduation in jeopardy or who has reached 75 points or more level on the discipline system, will not be allowed to participate in the senior trip. **Students who move into the district in the 2<sup>nd</sup> semester of their senior year may be subject to an increased fee to attend the senior trip. In addition, any senior with more than three (3) days of unexcused absences (8 periods of unexcused absences equal one full day of absence) or more than 6 tardies will NOT be eligible for the senior trip regardless if a deposit has been made. Trip deposits will not be refunded.**

## COMMENCEMENT DRESS CODE

Shorts, “flip-flops” and other attire deemed inappropriate by the administration will result in exclusion from commencement ceremonies.

## EXCLUSION FROM COMMENCEMENT

A student may be excluded from commencement for any or all of the following reasons:

1. Failure to abide by the commencement dress code.
2. Any inappropriate displays/behavior during the last week of school.

## ATHLETIC & EXTRA-CURRICULAR

When a student becomes a member of a team, club, and/or organization, it is both an **honor** and a **privilege**, and carries the responsibility of a leadership role. The student becomes very visible as a representative of the Northwestern School District and must represent him/herself in an exemplary manner. The student is therefore responsible for the following rules listed under the extra-curricular guidelines:

## EXTRA-CURRICULAR EXPECTATIONS AND PHILOSOPHY

The purposes of extra-curricular programs are to provide students with the opportunity to experience wholesome activities on an interscholastic level. From their participation, students should gain a sense of commitment, dedication, and demonstrate high standards of morality, attitude, and conduct. Extra-curricular activities are sponsored to help increase the overall educational experience of students in the Northwestern schools. Participation in extra-curricular events is considered a privilege.

## STUDENT RESPONSIBILITIES

Students involved in extra-curricular activities, whether as participants or spectators, are representing themselves, their family, their school, and the community when attending an extra-curricular event. They are expected to maintain a high standard of responsibility at these activities.

Students involved in extra-curricular activity will:

1. Display good sportsmanship.
2. Display a high standard of conduct.

3. Demonstrate respect for authorities/teachers, coaches, officials, and sponsors.
4. Display a spirit of cooperation.
5. Maintain a neat appearance when representing Northwestern School District.
6. Use appropriate language.
7. Abide by all school rules.

## COACHES

Coaches/Sponsors of Northwestern teams will:

1. Travel to and from all events with their players.
2. Supervise players before, during, and after practices and games.
3. Complete pre and post season inventories of all equipment and supplies.
4. Schedule all practices and games through the athletic office.
5. Excuse absences from practice or games due to player's religious obligations, medical appointments, funerals, or family emergencies.
6. Behave in an exemplary manner at all practices and games.
7. Complete any other duties as specified by the athletic director.

## SCHOOL FACILITIES/EQUIPMENT

All students are expected to maintain facilities and equipment in an orderly manner. Clean up after each use and leave the area looking as good as or better than it was found.

All equipment must be turned in before the athlete may begin practice for the next sport, receive report cards, or athletic awards. If equipment is not turned in, the athlete will be billed and/or law enforcement called.

## TRANSPORTATION

Students are required to ride to and from events with their coaches and teammates, *with the exception that* a student's parent or guardian may sign a student out at the event to ride home with the student's parent or guardian. Failure to abide by the requirements above is considered Defiance of Authority which is a 30 point violation.

For the Northwestern co-op practices and events, transportation will be provided when a driver is available.

## PRACTICE

Athletes are required to attend all practices during the season. If the student does miss, he/she must tell the coach before the practice missed. Medical appointments, religious obligations, funerals, or family emergencies are exceptions. Appointments for personal convenience (i.e. shopping, hair, work) **will not** be excused. The following sequence may be used when an unexcused absence from practice occurs:

- 1<sup>st</sup> Athlete is suspended for one quarter of the next game.
- 2<sup>nd</sup> Athlete is suspended from one game.
- 3<sup>rd</sup> Athlete is removed from the team.

## ELIGIBILITY

The following list is a guide as to what will be expected of student athletes and cheerleaders at all times:

1. In accordance with the IHSA/IESA policies, Northwestern will determine eligibility using a “no pass, no play” procedure. Participants are required to pass in all classes in order to be eligible for extra-curricular activities.
2. Grades will be checked on a weekly basis with the Athletic Director retrieving grades from the computer system on Thursday afternoon and the coach being notified on Friday of any player being academically ineligible. The grade used to determine eligibility would be the grade received if the semester ended on that day. Ineligible students will be held out of all contests from the following Monday through Sunday. Exception: Athletes cooping at Greenfield will follow Greenfield’s ineligibility timing. When athletes are ineligible because of grades, they are not allowed to dress for games or leave early to get ready for a game. It is the coach’s decision whether or not the athlete sits on the bench.
3. During the sports season any student who is academically ineligible will be allowed to practice but cannot participate in a competition.
4. If a student is ineligible or suspended from a game and he/she attends school that day, the student may be required to attend the game and sit with the team at the coach’s discretion. If a student is absent from school or the game due to illness or any other excusable reason that game will not count as the suspended contest.
5. If a student misses any part of the last four (4) periods of the school day because of illness or an unexcused absence, the student will not be allowed to participate in any team activity that day.
6. In order to participate in an interscholastic activity, students must complete the following prior to the first practice:
  - A. Have a current (less than one year old) record of a physical examination on file in the school office.
  - B. Have a current (present school year) signed student/parent insurance waiver form on file in the school office.
  - C. Have paid the activity fee per board approval.
  - D. Have a completed Photo form.

Failure to comply with any of the above criteria shall give the administrator, coach, or sponsor of said sport or activity the authority to release the participant for any number of games and/or extra-curricular activities.

## ATHLETIC PROGRAMS

Athletic programs, which may be offered at Northwestern Junior-Senior High School, are:

### Junior High Sports

Cheerleading  
Boys Basketball  
Volleyball

### High School Sports (With Greenfield)

Cheerleading  
Baseball  
Softball  
Football  
Girls/Boys Track  
Girls/Boys Basketball  
Volleyball

## **ATHLETIC EQUIPMENT USE**

Athletic equipment should not be worn in gym classes or elsewhere, other than in regular athletic contests or scheduled practices, unless directed by the Coach.

Athletes are responsible for all equipment and clothing issued to them or entrusted to them for their use. Damages or lost articles must be paid for a replacement cost.

## **GROOMING**

Athletes must wear their hair in a proper length that will not interfere with their safety and/or IHSA (IESA) regulations.

## **STUDENT/ATHLETE RULES OF CONDUCT**

All students/athletes must adhere to the rules and regulations of the *Extra-curricular Guidelines* that will be distributed and signed by parents and students prior to each season.

## **ATHLETIC PARTICIPATION FEE**

During the school year, all athletes must pay a participation fee. Co-op participation fees will be paid to the host school. The cost of the participation fee is \$35 for Jr. High Cheerleading, \$40 for Jr. High Basketball and \$40 for Jr. High Volleyball.

If the athletic participation fee cannot be paid and the student wishes to participate in a sport, he/she should contact the Athletic Director or Principal.

No athletic participation refunds will be given after the first official practice.

## **INSURANCE**

Students are covered against medical expenses for accidental injuries that occur while attending regular school sessions and participating in activities exclusively organized, sponsored and supervised by school employees, except for tackle football.

This coverage is provided as secondary insurance to parents and students in the local district. There will be no charge for the coverage as long as no additional expense is incurred for the plan by the district.

Certain exclusions and limitations will apply; even if a student/family already has insurance protection, the student accident coverage can help fill the gaps in the coverage left by deductibles or coinsurance payments. Applications for benefits are available in each school's office. The district assumes no responsibility for any accident or for the filing of claims. Claims must be filed immediately after an accident by the student/parent.

Co-op athletes must follow the Greenfield-Northwestern Athletic Co-op insurance guidelines.

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its

branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance form a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **EXTRA-CURRICULAR GUIDELINES**

- I. The major offense includes use or possession of alcoholic beverages, tobacco, drugs, narcotics, or hallucinating agents.

**OFFENSES & ACTIONS:**

**BOYS & GIRLS SPORTS**

FOOTBALL	VOLLEYBALL	TRACK
FB CHEERLEADING	BASKETBALL	
SOFTBALL	BB CHEERLEADING	
BASEBALL		

**ALCOHOL**

1 <sup>st</sup> Offense	2 Games	4 Games	2 Meets
2 <sup>nd</sup> Offense	6 Games	12 Games	6 Meets
3 <sup>rd</sup> Offense	(1) Calendar Year Suspension		

**ILLEGAL DRUGS**

1 <sup>st</sup> Offense	6 Games	12 Games	6 Meets
2 <sup>nd</sup> Offense	(1) Calendar Year Suspension		

**TOBACCO**

1 <sup>ST</sup> Offense	½ Game	1 Game	½ Meet
2 <sup>nd</sup> Offense	2 Games	4 Games	2 Meets
3 <sup>rd</sup> Offense	Rest of Season		

### **OTHER EXTRA-CURRICULAR ACTIVITIES**

In addition to the athletic programs listed above, the following extra-curricular activities will abide by the extra-curricular guidelines.

National Honor Society	Student Council	JH Service Club
HS FFA	FCCLA	JH FFA
Library Club	Drama Club	Science Club
Annual Staff	Spanish Club	Flags
Band Activities	Various Clubs	

**ALCOHOL**

1 <sup>st</sup> Offense	No participation in next 2 activities
2 <sup>nd</sup> Offense	No participation in next 4 activities



**ILLEGAL DRUGS**

- 1<sup>st</sup> Offense No participation in activities for 1 Semester
- 2<sup>nd</sup> Offense Suspension from Student Council from 1 year

**TOBACCO**

- 1<sup>ST</sup> Offense No participation in next activity
- 2<sup>nd</sup> Offense No participation in next 3 activities
- 3<sup>rd</sup> Offense Suspension from Student Council for 1 year

**ANY ALCOHOL, ILLEGAL DRUG, OR TOBACCO OFFENSE WILL RESULT IN ANY OFFICER LOSING HIS OR HER CURRENT POSITION.**

II. If the offense occurs in a season, the disciplinary action will be carried into the next season proportionately. This will be a season the athlete must compete. If the student athlete is out of season, she/he will have the option to substitute the following punishments. This does not apply to the in-season athlete. This applies to all activities, not only sports. **This is for the 1<sup>st</sup> offense only.**

**ALCOHOL**- 20 hour’s school service or 4 weeks extra-curricular suspension.

**ILLEGAL DRUGS**- 40 hour’s school service or 6 weeks extra-curricular suspension.

**TOBACCO**- 5 hour’s school service or 1 week extra-curricular suspension.

III. Before any suspension provided under these rules shall take effect, the student shall be verbally informed and advised by the head coach. Violations will not be accepted on hearsay.

IV. Rules and regulations may apply to association with a minor using or having in their possession any illegal substance as well as someone using it themselves.

V. any second offense during the out-of-season (within one year time frame), the student athlete may be punished during the next participating season.

VI. Students remain on probation for a period of 1 year after a disciplinary action. If he/she receives no major discipline in that year, they are released from probation and returned to original status.

VII. Each coach has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance, detentions, curfew, dress, general appearance, conduct, profanity, etc. These rules as well as the disciplinary action to be carried out will be set by the individual coach.

VIII. Athletic season dates are as follows:

High School

Volleyball	August to October (or end of State Tournament play)
Football	August to October (or end of Playoff participation)
Basketball	November to February (or end of State Tournament play)
Track	January to May (or end of State Meet participation)
Baseball	February to May (or end of State Tournament play)
Softball	February to May (or end of State Tournament play)

Jr. High School

Basketball	October to February (or end of State Tournament play)
Volleyball	November to March (or end of State Tournament play)
Summer Basketball	June
Football Passing League	July
Volleyball League	June and July

The above dates outline “In Season”. Punishments not completed during the season may be finished out of season through service work or carried over to the following. This will be decided by the coach with input from the athlete.

IX. Some punishment may be substituted through professional counseling provided the coaches, parents, athletic director, and student agree.

**NOTE:** Coaches reserve to counsel athletes and consult with parents as situations arise of in or out-of-season dates.

## IHSA REGULATIONS

Students must abide by IHSA regulations at all times. The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

## IESA ELIGIBILITY RULES

Students must abide by IESA guidelines at all times.

## SPORTS AWARDS

These awards are given to every athlete when they participate for a full season of a sport:  
1<sup>st</sup> year- Junior High N

Athletes may receive up to three (3) pins per sport.

In order to receive any award, athletes must finish the season with the team. The only exception will be in the case of illness or injury.

## ELEMENTARY (PRE-K TO 6) INFORMATION

### ADMISSION TO NORTHWESTERN ELEMENTARY SCHOOL

A child must be five (5) years of age on or before September 1 of the school year to enter kindergarten. A child entering kindergarten must present a certified copy of a birth certificate within 30 days of enrollment.

**A student will not be allowed to attend class after the deadline without a birth certificate or other legal evidence of a birth date.**

There is no provision for mid-year registration. If a child reaches his/her fifth birthday after September 1, he/she will not be eligible to enroll until August of the following year. Should a child be enrolled in an adjoining school district in this age group with the intent to enroll the child in

Northwestern Elementary School when he/she becomes five, the child will not be enrolled in District No. 2 until the following year. This violates the intent of the law and school policy.

## NORTHWESTERN ELEMENTARY SCHOOL'S GENERAL RULES

### GENERAL RULES

1. Treat others as you wish to be treated.
2. Stay in assigned areas.
3. Be prepared for class.
4. Show respect for personnel by following directions the first time they are given.
5. Keep hands, feet, and objects to yourself.
6. No name-calling, obscenities, crude gestures, teasing, roughhousing, or fighting.
7. Respect school property and the property of others.
8. Caps, hats, head coverings, and sunglasses are to be removed when inside the school building.
9. No cheating or copying each other's schoolwork.
10. No CD players or other electronic devices are allowed unless prior approval is given.
11. Students must obey Junior/Senior High School rules when in the Elementary building.

### RECESS PROCEDURES

Students will have Physical Education every day with Mrs. Fones and a morning recess before lunch every day. Students will go outdoors as much as possible. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should **always dress for outside recess**. When a child is unable to go outside, a note stating the reason should be sent by the parent or guardian to the teacher. If a child is to remain inside for more than 3 days, **a note from your doctor will be required**.

The general rules for these periods are:

1. Show respect for school personnel by following directions the first time they are given.
2. Stay in assigned area.
3. Keep hands, feet, and objects to yourself.
4. Stop playing and line up quickly when the whistle is blown.
5. Use equipment properly.

### GENERAL OUTSIDE PLAYGROUND RULES

The outdoor playground and equipment are designed for the children to enjoy in a recreational and safe way. Students are to remain on the designated area of play during recess. When the fields are wet or muddy, they will become off-limits. The following rules are provided as a guide for a fun and safe playground:

1. Misuse or destruction of the playground equipment will not be tolerated.
2. Tackle football is not permitted.
3. Kicking, wrestling, pushing, tripping, and spitting will not be tolerated.
4. No skates or skateboards are allowed.
5. All misunderstandings are to be settled by the supervising teacher.

6. You must ask the adult on duty if you need to re-enter the building.
7. Do not bring toys to school recess.
8. If a student brings something to recess that they shouldn't, the aide shall take away the item and return it after recess.

### **INSIDE RECESS RULES**

Generally, the students will remain in their classrooms during indoor recess.

1. Show respect for the school personnel by following directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Do not run, tag, chase, push, or shove others.
4. Do not throw balls or other objects in the room
5. Keep noise to an acceptable indoor level.
6. You must have permission from the adult to leave the classroom.

### **LUNCH ROOM**

1. Aides are in charge and may give directions to students.
2. Use good manners at the tables and at recess.
3. Students should sit where directed.
4. Students should keep voices low. Do not yell or scream while in the cafeteria.
5. Keep your hands and feet to yourself. Do not touch the food or trays belonging to others.
6. No toys are allowed in the lunchroom.

### **TARDIES**

Students in grades K-6 will be considered tardy if they are not in their rooms by 8:10 A.M. If a student arrives after 8:10 A.M., he/she is required to get an admit slip from the office. Parents have the responsibility by state law to have children in school at the start of the day.

### **ELEMENTARY STUDENT DISCIPLINE GRADES K-6**

We want your child's educational experience to be a very positive one. In order for your child to get the most out of his/her school day, good classroom discipline must be maintained. Teachers will maintain their own set of classroom rules and teacher aides will maintain cafeteria and playground rules. However, in some instances it may become necessary for the principal, special education director or social worker to become involved in your child's discipline. At the time when the principal or someone other than your child's teacher needs to become part of the child's school discipline; the following steps will possibly be implemented. Extreme and repeated instances may result in immediate isolation, suspension or recommendation for expulsion to the board of education. Intervention can be implemented at any level if the teacher has already implemented prior steps.

**LEVEL I ACTIONS:** Violation of classroom rules set by the teacher; violation of playground rules set by the teacher or aide; profanity; cell phone or other prohibited electronic device; and non-violent bus situations.

**LEVEL I CONSEQUENCES:** Disciplinary Referral and possible telephone call; verbal warning/counseling; parent contract; loss of recess; noon detention; after school detention. After the third violation for the same offense, an after school detention will be given. After six violations for any reason, an after school

detention will be given, and if the student continues level I actions then he/she will go to level II consequences.

**LEVEL II ACTIONS:** Repeated Level I behaviors; bullying behaviors such as teasing, taunting, threatening or indirect bullying behaviors that would socially isolate another through intentional exclusion; sexual harassment; theft; property damage; gross vulgarity; defiance, disrespect or flagrant disobedience; use or possession of tobacco or smoking materials; physical violence or deliberately harming another person; possession of contraband items; unauthorized use of cell phones during the school day.

**LEVEL II CONSEQUENCES:** Disciplinary Referral; possible parent conference; possible loss of privileges or after school detention; possible in school isolation or suspension; possible referral to social worker or school psychologist for observation and possible educational/behavioral evaluation; removal from class pending parent conference.

**LEVEL III ACTIONS:** Selling or transferring drugs on school grounds; possessing or under the influence of alcohol, drugs, or drug look-alikes on school grounds; possession of a firearm or any item that may be used as a weapon; deliberately harming or threatening to harm school personnel; continued or extreme sexual harassment; gross disobedience or misconduct as defined by board policy which is defined in student handbook.

**LEVEL III CONSEQUENCES:**

1. If a student is found selling or transferring drugs on school grounds the student will be given an immediate 10 day suspension, law enforcement authorities will be called.
2. If a student is found using or possessing drugs or any other intoxicants on school grounds the result will be up to 10 days suspension; notifying authorities;
3. Possession of a firearm, explosive device or any other item that can be construed as a weapon will result in a 10 day suspension; confiscation of weapon; notification of authorities; and recommendation to the school board for expulsion. A student who is determined to have brought a firearm or other weapon to school; any school sponsored activity or event which bears a reasonable relationship to school, shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board of education on a case by case basis.
4. Striking, threatening or attempting to harm any employee of this school district will result in a 10 day suspension with recommendation for expulsion made to the school board. Law enforcement authorities will be called.
5. Any action which in the opinion of school authorities constitutes gross disobedience or misconduct as defined by board policy as defined in student handbook will result in out of school suspension for up to ten (10) days with a possible recommendation for expulsion to the board of education.

## **PROMOTION-RETENTION**

Elementary school students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria:

**Primary Grades 1-3:** Students shall be doing passing work/making progress in core subjects according to the following grade level requirements.

**First Grade:** It is critical that the student must pass/be making progress in reading. It is strongly recommended that the student be passing math as well.

**Second and Third Grade:** the student must pass/be making progress in Reading and Math.

**Grades 4-6:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained.

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **PRE-KINDERGARTEN PROGRAM**

Our Pre-K program is funded by a grant from the State of Illinois and is tuition free. The purpose of the grant is to seek and to provide opportunities to children, age 3 to 5 (non-kindergarten age), who have been screened and identified in need of early intervention. The criteria used for placement are as follows:

1. Developing in developmental areas (cognitive, speech and language, social emotional, fine motor, and gross motor) and,
2. Other at-risk factors including health-related or family issues may also influence eligibility into the program. The entire Pre-K staff will strive to provide opportunities for young children that will strengthen their potential in all developmental areas and enable them future success in school.

Our goal is to prepare young children with life-long learning skills for success in future schooling. This goal is accomplished through a developmentally appropriate program of “hands-on” experiences necessary for success within the school environment. The preschool year will mainly focus upon language and social development. The educational program will include:

- a. Reading and Writing readiness
- b. Language development
- c. Personal and Social development
- d. Fine and Gross Motor skills
- e. Auditory/Visual coordination
- f. Science appreciation
- g. Social Studies appreciation
- h. Music appreciation
- i. Health and Safety
- j. Field Trips

The curriculum will be based on learning centers with children’s project planning and choice making because young children learn best by doing. Play is the work of young children.

An important element in the success of our Pre-K program is the parental involvement component. Parent involvement is an invaluable part of a child’s education, because parents are their child’s first teachers. We want parents to be active participants in the education of their child. There

are monthly opportunities for parent participation. This includes home visits, classroom visits for interaction between parent and child, parenting classes, parent-teacher conferences, and family nights with educational components, parent information nights and field trips.

## **MEDICAL**

Any illness or injury should be reported to the office. An accident report will be filled out on the student's injury. If the injury or illness appears to warrant it, parents will be contacted for information and instruction. It is important that all pertinent information regarding home address, home phone numbers, parents' place of employment and employment phone numbers, as well as emergency contacts, be kept current in case emergencies arise.

Parents of students with special medical needs (e.g., hemophilia, diabetes, epilepsy, etc.) should inform the school nurse or building principal of such conditions so that appropriate action may be taken when and if necessary. **The student's physician should supply information pertaining to health conditions and/or physical restrictions.**

## **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

Parents/guardians shall present proof that the student received a health examination by a licensed physician and immunizations against, and screening for, preventable communicable diseases, as required by Illinois Department of Public Health, within one year prior to:

1. Entering Pre-Kindergarten, Kindergarten, sixth and ninth grades.
2. Entering school for the first time.
3. Transferring from a school out-of-state or out-of-country.

It is a school policy that all students participating in athletics must have an annual physical examination and be in compliance regarding immunization.

If a student does not comply with the requirements for physical examinations or immunizations by the first day of student attendance of the current school year the student will be excluded from school until proof of having received such or written proof of a scheduled appointment is presented to the district office. Transfer students will have 30 calendar days from their first day of enrollment to meet these requirements.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520).

## **EYE EXAMINATION**

Parents/guardians of students entering Kindergarten or school for the first time shall present proof before October 15 of the current school year that the student received a comprehensive eye examination by a qualified eye doctor such as an optometrist or ophthalmologist within one year prior to entry of school.

If proof is not submitted by October 15 the student's report card may be held until such proof is presented.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to an eye doctor.

## **DENTAL EXAMINATION**

All students in Kindergarten, Second and Sixth grades must present proof of having been examined by a licensed dentist before May 15 of that school year in accordance with rules adopted by the Illinois Department of Public Health.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to a dentist.

## **VISION AND HEARING SCREENINGS**

Vision and hearing screenings will be given to required students on an annual basis.

## **PARENTAL MEDICAID NOTIFICATION**

Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR part 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

## **CONTAGIOUS DISEASES**

Students suspected of having any contagious disease will not be permitted to remain at school unless authorized by a physician. In all cases, school officials shall be governed by the orders of local health officers of the State Board of Health offices.



## **HEAD LICE**

The school nurse will screen the students individually or by classrooms as indicated by the prevalence of head lice. When a student is identified with signs of head lice the following steps will be taken:

1. The parents or a responsible adult will be notified if signs of head lice are present and the student will be sent home. Written and verbal information will be provided to assist parents in the treatment of head lice. The student's hair must be treated and the nits removed.
2. Students will not be allowed to attend school if they have lice or nits.
3. The personnel in that school should screen siblings attending other schools.
4. Parents must make an appointment to have the student re-screened by the school nurse before returning to school. The parent or responsible adult must accompany the student for this screening. To schedule an appointment, call the school nurse at (217) 436-2442.

## **PRESCRIPTION/NON-PRESCRIPTION DRUGS AND THE ADMINISTRATION OF MEDICATION**

The purpose of administering medication to a student during school hours and related activities is to provide the most favorable condition of health conducive to his/her education curriculum.

If it is considered necessary for a student to take prescription or non-prescription medication at school, the following procedures (recommended by State Board of Education and Illinois Department of Public Health and American Academy of Pediatrics) must be carried out to provide a safe and healthy method of administration.

1. The parents or guardians must get a written request for prescription or non-prescription medications from the student's licensed prescriber to be presented at school before the medication can be administered to the student. This request must include the following information: student's name, licensed prescriber and signature, name of medication (dosage, route of administration, frequency and time of administration), date of prescription, date of order, discontinuation date, diagnosis requiring medication and other pertinent information, intended effect of medication, other medications the student is receiving, and the time interval for re-evaluation. This request will be kept in the school health files.
2. It is the responsibility of the parents or guardians to bring the licensed prescriber's request with written permission from parents or guardians, and medication to school.
3. All prescription medication must be brought in the original pharmacy container.
4. With a current doctor's orders, urgent non-prescription medications may be given to children who experience sudden, sub-acute illness such as headaches, toothaches, menstrual cramps, upset stomach, etc. Parents must provide all non-prescription medications and they must be brought to school in manufacturer's original container with the student's name attached to the container. Manufacturer recommended dosing schedules will be followed on all non-prescription medications unless written instructions are received from your licensed health care provider.
5. All medications will be stored in a secure area in the Junior/Senior High Office, Elementary Office, or Medical Office. Students may not carry and self-administer other common medications, such as acetaminophen, ibuprofen, cough drops, etc.
6. The person administering the medication must document each dose of medication. Documentation must include the following information: name of medication, time dosage, route, and signature of the person administering or supervising the student in self-

administration. If the medication is not administered as requested, the reason will be documented and signed.

7. At the end of the treatment regime, the parents or guardians will be responsible for removing any unused medication from the school office. If the medication has not been picked up by the end of the school year, the medication will be destroyed and documentation will be noted in the student health file.
8. All permission for long-term medication must be renewed annually. If there are any changes in medication, there must be written authorization from the licensed prescriber.
9. A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and /or medication, or the storage of any medication by school personnel". (Policy 7:270)

**The school district retains the discretion to reject requests for administration of medication.**

## **HOMEBOUND INSTRUCTION**

Homebound instruction is for those students who are unable to attend school due to physical or other medically related problems. Parents should notify the building principal of the need for their child to participate in homebound instruction. To qualify as a homebound student, the student must submit a physician's statement to be kept on file and complete an application for home services signed by the physician.

## **STUDENT TRANSFERS**

A student seeking admission to a district school must meet all residencies, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. A student must also present a completed "good standing" form from the school form which the student is transferring.

In accordance with Section 2-3, 12 (a) of the School Code, all public school districts are to provide this form to any student who is moving out of the school district to verify whether or not the student is "in good standing" and whether or not his/her medical records are up-to-date and complete as defined in Section 2-3 13 (a). "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to attend classes, as of the date of the form. No public school district is required to admit a student unless he or she can produce this form from the student's previous public Illinois School District enrollment.

## **STUDENT WITHDRAWAL**

Any student withdrawing from school to go to another school system is required to have a withdrawal record. The following information will be included:

- a. Good standing form
- b. Clearance list (texts and P.E. locks turned in)
- c. Estimated grades to date
- d. Administrative clearance (fees paid)

Please notify the school a few days in advance of the last day the student will be in attendance.

## **NO CHILD LEFT BEHIND**

No Child Left Behind (20 USC 6311 (h)(6)) requires each school district that receives Title I funds to notify parents that, they may request, and the school district will provide, information regarding the professional qualifications of their student's teachers, including at a minimum:

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

## **SCHOOL VISITATION RIGHTS**

Illinois law requires that employers grant employees leave of up to a total of 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to their children if the conferences or classroom activities cannot be scheduled during nonworking hours. However, no leave may be taken by employees unless they have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to them except sick leave and disability leave. Before arranging attendance at conferences or activities, employees must provide their employers with a written request for at least 7 days in advance. In emergency situations, no more than 24 hours' notice is required. Employees must consult with their employers to schedule leave so as not to disrupt unduly the operations of their employers. Leave provided for visitation does not have to be paid leave.

For the purpose of this notice:

"Employee" means a person, except an independent contractor, who performs services for hire for an employer for:

1. At least 6 consecutive months immediately preceding a request for leave; and
2. An average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months

"Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or nonprofit organization.

## **SCHOOL FEES**

Under certain circumstances, waivers for some school fees may be granted. Contact the office for further information.

### **ILLINOIS SCHOOL STUDENT RECORDS ACT**

The Illinois School Student Records Act divides school student records into “student permanent records” and “student temporary records”.

“Student permanent records” contain the minimum personal information necessary for the education of students. Such information shall include a student’s name and address, birth date and place, gender, parents’ names and addresses, academic transcript including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, attendance records, accident reports and health record, record of release of permanent record information, scores received on all State Assessment tests administered at the high school level, and such other entries as the Illinois State Board of Education may require or authorize; and may include honors and awards received, and information concerning participation in school-sponsored activities or athletics.

“Student temporary records” contain all information within school student records not contained in student permanent records. Such information shall include a record of release of temporary record information, scores received on State Assessment tests administered at the elementary grade levels, information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or a sanction, information required under Section 8.6 of the Abused and Neglected Child Reporting Act, and may include a student’s family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations or anecdotal records, participation in extra-curricular activities, including any offices held in school-sponsored clubs or organizations, honors and awards received, special education files, and other information of clear relevance to the education of the student. Temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school.

### **RIGHT TO INSPECT AND COPY SCHOOL STUDENT RECORDS; LIMITATIONS; COST FOR COPYING**

A parent or any person specifically designated as representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent’s child. A student has the right to inspect and copy his or her school student permanent record.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. No school employee shall disclose to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner’s child or children are enrolled. A copy of the order of protection shall be maintained in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection.

The cost for copying school student records shall be the actual cost of providing a copy or copies, provided that such costs shall not exceed \$ .35 per page. No parent or student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

## **CONTROL OF ACCESS AND RELEASE OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No. 2 reserves the right to control the access to and release of school student records. The District has the right to request a copy of any information released. All rules and regulations developed by the Illinois State Board of Education in compliance with the Illinois School Student Records Act, the Family Educational Rights and Privacy Act and the Freedom of Information Act will be observed by Northwestern CUSD No. 2.

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 the Illinois School Student Records Act or its regulations.

School student records or information contained therein may, consistent with Illinois law, be released, transferred, disclosed or otherwise disseminated, without parental consent, to the following:

1. A parent, student or person specifically designated as a representative by a parent;
2. An employee or official of the District or Illinois State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. Official records custodians of another school in which the student has enrolled or intends to enroll, upon request of such official or student;
4. Any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
5. Any person pursuant to a court order;
6. Any person specifically required by State or Federal law;
7. Juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court;
8. Subject to regulations of the Illinois State Board of Education, in connection with an emergency, to appropriate persons if the information is necessary to protect the health or safety of the student or other persons;
9. Any person with the prior specified dated written consent of the parent designating the person to whom the records may be released;
10. A governmental agency, or social service agency contacted by a governmental agency, in furtherance of an investigation of a student's school attendance;
11. SHOCAP committee members who fall within the meaning of "state and local officials and authorities", as those terms are used within the meaning of the Family Educational Rights and Privacy Act, for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; and
12. The Department of Public Aid in furtherance of the requirements of the School Code or the School Breakfast and Lunch Program Act.

## **RIGHTS AND PROCEDURES FOR CHALLENGING SCHOOL STUDENT RECORDS**

Parents have the right to challenge the accuracy, relevance or propriety of any entry in the school student records of their child, exclusive of:

Academic grades of their child; and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring.

Parents also have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in the record.

Northwestern CUSD No. 2 shall abide by the procedures prescribed by the Illinois State Board of Education when a challenge is made. Parents who desire to challenge school student records of their child may request a hearing by submitting a written request to the District, which said request shall contain notice of the specific entry or entries challenged and the basis of the challenge. Challenge procedures shall include the following:

1. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated.
  - A. A hearing officer, who is not employed in the school in which the student is enrolled, shall be appointed by the school.
  - B. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
  - C. At the hearing each party shall have the following rights:
    1. The right to present evidence and to call witnesses;
    2. The right to cross-examine witnesses;
    3. The right to counsel;
    4. The right to a written statement of any decision and the reasons therefore; and
    5. The right to appeal an adverse decision to an administrative tribunal or official established or designated by the Illinois State Board of Education.
  - D. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
  - E. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parents and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
    1. To retain the challenged contents of the student record;
    2. To remove the challenged contents of the student record; or
    3. To change, clarify or add to the challenged contents of the student record.
  - F. Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures.
  - G. Upon receipt of such documents, the Regional Superintendent shall examine the documents and record to determine whether the District's proposed action in regard to the student's

- record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school with 20 school days of the receipt of the appeal documents.
- H. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located (see Section 7(c) of the Act).

#### Directory Information and Disclosure

Information that may be designated as directory information shall be limited to:

1. Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses;
2. Academic awards, degrees, and honors;
3. Information in relation to school-sponsored activities, organizations, and athletics;
4. Major field of study, and,
5. Period of attendance in the school.

"Directory Information" may be released to the general public, unless parent requests that any or all such information not be released on his/her child.

### **DESTRUCTION OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No.2 annually reviews all school student records. Student permanent records are retained for not less than 60 years. Student temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school. Parents of students and students who graduated or left this school prior to five years ago are hereby notified that if they wish a copy of their temporary records before they are deleted or destroyed, they must make that request to the records custodian, at Northwestern Elementary School, 436-2442, or Northwestern High School at 436-2011. The scheduled destruction date of temporary records is August 15 of each year. Questions regarding school student records and procedures should be directed to the school district superintendent.

### **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extra-curricular opportunities shall be available for all students without regard to, race, color, national origin, ancestry, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, on the basis of sex or disability, be discriminated against in the provision of programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extra-curricular programs and activities.

Any individual may file a sex-equity, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described below.

The Superintendent and Building Principal will use reasonable measures to inform staff members, students, and parents/guardians of students of this policy and grievance procedure.

## **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with disabilities Education Act, 20 U.S.C. 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, program;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 9300006; or
12. Provision of services to homeless students.

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

### **STEP 1-FILING A COMPLAINT**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed. Upon receiving a complaint, a Complaint Manager shall inform the Superintendent of the substance of the complaint, unless the complaint involves the Superintendent, in which case the Complaint Manager shall inform the President of the School Board of the substance of the complaint. District Complaint Manager: Patrick Bowman



## **STEP 2-INVESTIGATION**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except; (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Step 3. The Superintendent will keep the School Board informed of all complaints.

## **STEP 3-DECISION AND APPEAL**

Within 5 school days after receiving the District Complaint Manager's report, the Superintendent or School Board President shall mail his or her written decision to the Complainant and Complaint Manager via U.S. first class mail.

Within 5 days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's or School Board President's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the School Board's decision, the Superintendent or School Board President shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of the School Code and, thereafter, to the state Superintendent pursuant to Section 2-3.8 of the School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

## **TITLE IX**

The Northwestern Community School Board of Education has adopted a policy which meets the requirements set forth in Title IX of the Education Amendments of 1972, which states: "No person shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered in this school."

## **SPECIAL EDUCATION**

The Northwestern Community Unit School District No. 2 offers a free and appropriate education to all children. Any child between the ages 3-21 residing in the school district is eligible for special education services if he/she is determined eligible by a multi-disciplinary team.

The Northwestern Elementary School provides:

- a. An annual screening of all children between the ages of 2 and 5.
- b. Hearing and vision screening at regular intervals.

- c. Speech and language screening upon initial enrollment in school.
- d. An on-going annual screening by teachers and other professional personnel for possible referral of those children who exhibit problems that interfere with their educational progress and/or adjustment to their educational setting.

Referrals for preliminary evaluation may be made through the building principal, by school district personnel, the parent of a child, community service agency personnel having primary care and custody, other professional persons having knowledge of the child’s problems, the child or the State Board of Education when there is reason to believe that a child may require special education. Parents and other members of the community may review a copy of the Rules Governing Special Education at the Superintendent’s office.

### **EDUCATIONAL PROGRAMS**

- 1. All students have access to all courses without regard to sex.
- 2. Graduation requirements are identical for all students.
- 3. Cheerleaders may be either male or female.
- 4. Physical Education classes will be integrated by members of both sexes. Separation of students by sex will be made in the following activities:
  - a. When dealing with human sexuality.
  - b. During such activities as wrestling, boxing, football, basketball, and other bodily contact sports.
  - c. Vocal Music-separation of persons based on vocal range and quality.

### **ASBESTOS WARNING/PUBLIC NOTIFICATION**

The following public notification is being released for compliance with the regulation of the Federal AHERA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan are on file for review at the Superintendent’s office.

This notification is to inform building occupants of the potential hazard and locations of materials containing asbestos. 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 any materials containing asbestos. Materials containing asbestos have been found in the following buildings: Northwestern Community Unit Schools (N.W.C.U.S.D. #2). Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

### **SCHOOL SECURITY DRILLS**

School security drills are as follows:

- 1. Fire 3
- 2. Tornado and Severe Storm 1
- 3. Earthquake and Evacuation 1
- 4. Armed Intruder 1

Failure to cooperate during a security drill is considered defiance of authority which is a 30 point offense.

## SCHOOL SONG

On Northwestern, On Northwestern  
Make that scoreboard climb  
Pass the ball right down the floor (field)  
A basket (touchdown) sure this time  
Rah, Rah, Rah  
On Northwestern, On Northwestern  
Fight on for your fame  
Fight fellows fight and we will  
Win this game!

Mascot-Wildcat

School Colors-Green and Gold

## ARRIVAL AND DEPARTURE

The doors at Northwestern are opened at 7:45 A.M. Students are dismissed daily at 3:00 P.M. at the elementary and 3:06 P.M. at the Junior/Senior High School.

**If your child will not be riding the bus home in the evening he/she must have a note from parents or he/she will be sent home on the bus.**

Parents need to notify the school if anyone other than the parent(s) is to meet their child at school. When the parent or designee comes to meet a child, the person should first check in at the office. If a divorce decree stipulates no parental visitation at school, the district needs a copy to put in the student file.

## SCHOOL CANCELLATION

School cancellation could occur due to extreme weather or any other unforeseen circumstances. Anytime school is cancelled the automated telephone notification system, SchoolMessenger, will be utilized. A working telephone number should be on file in the central office. Cancellations will also be posted to the following:

### TV Stations:

Channel 2 St. Louis  
Channel 4 St. Louis  
Channel 5 St. Louis  
Channel 20 Springfield

### Radio Stations:

WSMI 1540 AM, 106.1 FM

**Please have alternative plans for your children in case of emergency dismissals.**

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**Northwestern Community Unit School District No. 2**  
**Student Handbook**  
2014-2015

**FOREWARD**

This book is designed to give, in convenient form, important information about Northwestern Community Unit Schools. It is hoped that it may assist new students in adjusting themselves to the life of the school and that it may be a consistent reminder of the school's general procedures, ideals, and traditions. The goal of Northwestern is to create an environment where all students will be able to learn and participate in the many extra-curricular activities. Students are urged to read this book carefully and to keep it for reference throughout the year.

The superintendent, with input from the parent/teacher advisory committee, shall prepare disciplinary rules implementing the Northwestern School District's disciplinary policies. These disciplinary rules shall be presented annually to the Board of Education for review and approval. It takes all of us, including staff, students, parents, and community working together to accomplish this goal. Let's strive to make everyone proud to be a Wildcat.

We are required to have on file signatures of parents/guardians indicating they have received the student handbook. Handbooks will be distributed at the time of registration.

**HANDBOOK DISCLAIMER**

This handbook is not intended to create a contractual relationship with the student, nor is it an exhaustive list of District policies; rather its summary of District policies intended to describe the school, its current practices, procedures, rules and regulation (code of conduct), etc. Membership or participation in a school-sanctioned activity is a privilege and not a property right. As such, the Board of Education and the administration reserve the right to make modifications and/or policy changes when needed. Students and parents will receive the changes in a timely manner. A complete list of District policies is available on the schools website [www.northwestern.k12.il.us](http://www.northwestern.k12.il.us).

**VISION STATEMENT**

The vision of the Northwestern School District is to prepare all students to be academically, socio-emotionally, and technologically proficient in order to become productive members of society.

**MISSION STATEMENT**

The mission of Northwestern Community Unit School District No. 2 is to provide students with the opportunity to grow academically, technologically, and socially to become productive citizens within the community. This includes a commitment of parents, teachers, administrators, and students to work toward the completion of this mission.

## **EDUCATIONAL PHILOSOPHY**

**Specifically, the educational program should make it possible for the student to:**

1. Attain, commensurate with cognitive abilities, optimum proficiency in reading, writing, listening, speaking, social studies, science, and math skills, both computational and problem solving.
2. Develop an understanding of self: personality, strengths, weaknesses, and general capabilities.
3. Develop an ethical sense of community, which will help the personal manifestation of tolerance, kindness and justice to all others.
4. Develop an appreciation for interpersonal relationships, both in the family and in the community.
5. Develop skills for effective participation in the democratic process.
6. Develop knowledge and understanding of the natural and physical environment.
7. Develop economic competence as a consumer.
8. Develop marketable skills and vocational competence.
9. Explore and develop an appreciation of the fine arts.
10. Develop wise use of leisure time.
11. Develop zeal for continuous learning and self-improvement.
12. Be exposed to the world of work.
13. Develop technologically literate students.

**Furthermore, every effort should be made in the educational program to:**

1. Make the best use of the physical plant that was provided by the taxpayers.
2. Secure the judgment of the Board of Education in the selection and approval of the best personnel.
3. Advise and inform the public from time to time of all school activities and to seek their advice.
4. Provide the highest type of moral, ethical and professional leadership.
5. Inform the employed personnel of any actions of the Board of Education pertinent to his/her particular interests.
6. Maintain priorities consistent with the educational goals and philosophy of the District.

And finally, realizing that the final success of the educational program is measured in terms of the accomplishments of the student, the educational program should:

Foster in the student self-discovery, self-awareness, and self-discipline, enabling him/her to realize his/her worth as a human being and to formulate a personal set of values and goals.

Develop a positive attitude toward and practice of those disciplines which will produce a healthy mind and body.

Develop awareness of present and past cultures and civilizations, acquainting the student with the variations in mankind's cultural patterns and with the evolution of his/her national and cultural heritage.

Stimulate intellectual curiosity, guiding the student to learn how to seek further knowledge by familiarizing him/her with the resources and challenges of the world around him/her.

Provide fundamental career concepts and skills, developing in the student a foundation for further career training.

Direct the student in becoming proficient in the art of verbal and nonverbal communication.

Encourage an appreciation of beauty and to assist the student in developing a capacity for aesthetic perception, creation and judgment.

Encourage the student to discover and build from his/her individual strengths and develop an awareness of the value of striving toward excellence and mastery of skills.

Help the student learn to deal effectively with other people, while encouraging him/her to develop sensitivity to the needs and values of others and a respect for individual and group differences.

Develop social and personal responsibility involving the student in decision-making process and problem-solving activities as he/she works toward constructive change.

Help the student recognize the basic laws that explain the behavior of the universe and to help him/her use these laws to predict natural phenomena and to determine their impact on his environment.

Help the student realize his/her relationship to his/her fellow man through learning about man and man's laws and how to live in harmony with them.

Develop an understanding of consumer education concepts and economic principles for the purpose of achieving within the framework of the student's own values, maximum utilization of, and satisfaction from, one's resources.

## **STUDENT RESPONSIBILITY**

Northwestern Schools have the responsibility to provide a quality education to all students who attend these schools. Students have the responsibility to understand and observe all rules and regulations, and to conduct themselves in a manner that will result in the development of productive citizens. These rules and regulations are not limited to school property but also include all reasonable involvement of school activities and events (field trips, bus stops, post prom activities and all extracurricular events).

## **COMMUNITY RESPONSIBILITY**

We welcome the community and encourage community participation. All visitors are required to report to the office upon entering any building on campus. Parents wishing to visit the schools are encouraged to call the office to set up an appointment. The presence of former students in the school is discouraged during school hours.

## **ADMINISTRATION**

Mr. Patrick Bowman, Superintendent/Elementary Principal.....	436-2210
<a href="mailto:pbowman@northwestern.k12.il.us">pbowman@northwestern.k12.il.us</a>	
Mrs. Heather Haley, Assistant Elementary Principal .....	436-2442
<a href="mailto:hhaley@northwestern.k12.il.us">hhaley@northwestern.k12.il.us</a>	
Mrs. Brandi Maxedon, Junior/Senior High Principal.....	436-2011
<a href="mailto:bmaxedon@northwestern.k12.il.us">bmaxedon@northwestern.k12.il.us</a>	
Elementary/Unit Office.....	436-2442
Junior/Senior High Office.....	436-2021

## LUNCH PROCEDURES & PRICES

1. This district received a grant for 2012-2015 which allows all students to eat free of charge.
2. Any additional milk will be charged to the student.
3. Students with money owed will be provided with a milk account balance periodically throughout the school year.
4. School food prices for 2014-2015 school year:
 

Adult Breakfast	\$2.00	Adult Lunch	\$2.50
Extra Milk for Anyone	\$0.45		

## EXPECTATIONS OF STUDENT BEHAVIOR IN THE CAFETERIA

<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
Use kind words & actions. Wait for your turn politely. Do not cut in line or save a space. Follow adult directions. Be silent when signal is given. Use quiet voices. Use appropriate language. Use good manners.	Clean up after yourself. Get all utensils, milk & condiments when 1 <sup>st</sup> going through the line. Bring your own change for vending machines. Do not ask others for money. The office cannot provide change.	Walk facing forward. Keep hands, feet & objects to self. Use all equipment & materials appropriately. Report accidents, injuries & hazards to nearest adult. Report bullying, harassment, or intimidation immediately. Sit appropriately at the table. Stay at the table until dismissed. Ask permission to leave your seat.

## FREE/REDUCED MEAL APPLICATIONS

Although meals are paid through the grant, it is still necessary for families to apply for free and reduced lunch and breakfast as this fulfills other district criteria. Applications for free and reduced meals are available at each district building location. Letters containing guidelines and applications for free or reduced lunches are available during registration and throughout the year in the school office. Parents requesting free or reduced lunches must complete and return the application to the school office. Verification of income may be requested.

## TRANSPORTATION

The District shall provide free transportation for any student in the District who resides one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available. The District shall provide free transportation for a student living less than one and one-half miles from school where walking to school or to a bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is unavailable. A student's parent or guardian may petition the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation will be provided for special education students if included in the student's individualized education program. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

## EXPECTATIONS OF STUDENTS RIDING THE BUS

*NOTE: Cameras may be utilized to monitor student behavior and bus safety.*

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Use kind words & actions. Follow adult directions. Be silent when signal is given. Use appropriate language. Conversations should be appropriate for all ages.	Be on time at the approved bus stop. Clean up your trash. Do not leave items on the bus. Do not consume food or drinks on the bus.	Cross the road when the bus is completely stopped. Cross in front of bus only. Use quiet voices. Stay in seat while the bus is in motion. Students should sit on bottoms and face the front. Do not throw items out of the window. Keep hands, feet & objects to self and inside the bus. Report accidents, injuries, & hazards to driver. Report bullying, harassment, or intimidation immediately. Use emergency exit when directed by driver. Be quiet at railroad crossings. Possession and/or use of tobacco, alcohol, or other drugs are prohibited.
<p><b>PROCEDURES:</b> The bus driver may verbally reprimand a student, make a written report, or make a written request to the administration that a student be disciplined or suspended from riding the bus. Only the administrator or School Board may suspend students from riding the bus.</p> <p><b>CONSEQUENCES:</b> Discipline will be handled in cooperation with the transportation director, administration, and the student’s parents or guardians. Penalties may include assigned seating, loss or suspension of bus riding privileges, detention, in-school suspension, out-of-school suspension, or expulsion.</p>		

## BICYCLES AND WALKING TO SCHOOL

Due to the location of the school, riding bicycles and walking to school is not encouraged. Permission from the Building Principal should be received prior to any student riding a bike to school.

## FIELD TRIPS

The school recognizes the value of student participation in field trips to increase learning. Field trips, which are going to exceed a 75-mile radius from Northwestern, will require Board approval unless it is an established yearly trip. Students need to be aware that the law considers all field trips the same as a classroom. Therefore, all school rules, regulations, and policies apply on these trips as if the student were actually in the school. Any parent planning to attend a field trip with their student must first participate in a background check through the district office at their own expense and must also attend at least 2 Parent Club meetings, be a classroom assistant, attend Open House/Parent-Teacher

Conferences, or contribute to the class in some manner approved by the teacher at least twice or a combination of the two. Remember, you represent not only yourself but also your school, family, and community. All classroom assignments should be completed in advance; students must have approval of all of their teachers to attend field trips. Students who do not join their group on a field trip are expected to attend school on the day of the trip. At the Jr./Sr. High School, if a student has a failing grade in any class and that class is to meet on the day of the field trip, the student cannot attend the trip. If a student has an unexcused absence the day before the field trip, he/she cannot attend the field trip. No siblings or non-district students may attend field trips.

### **GRADING SYSTEM-DISTRICT WIDE**

92-100.....	A
85-91.....	B
77-84.....	C
68-76.....	D
67-below.....	F

Kindergarten through 3rd grade will use a skills-based grading system.

### **HOMEWORK**

Homework is important to all students. Homework provides the necessary reinforcement for what is learned at school. Most teachers allow some time at school to start homework assignments, so if your child continually seems to have too much homework, please check with your child’s teacher. Homework is a required part of learning. Part of the student’s grade may be determined from homework grades. That is why, if a student is absent, it is very important that he/she get his/her work within the guidelines (i.e., number of days absent, plus one).

### **“D” AND “F” NOTICES**

The staff and administration feel that students and parents should be notified when a student’s performance begins to decline. The school will be sending notices home for those students doing work in the “D” or “F” range at the middle of each marking period. In addition the staff must make contact with the parents before any student will receive a failing grade. This notice may be a telephone call or written note at any time in the quarter.

### **ELEMENTARY CLASS SCHEDULE**

Grade	Recess	Lunch Schedule
K-3	11:30	11:50-12:10
4-6	11:45	12:05-12:25

## JUNIOR/SENIOR HIGH CLASS SCHEDULE

1 <sup>ST</sup> hour	8:12-9:00	
2 <sup>nd</sup> hour	9:03-9:51	
3 <sup>rd</sup> hour	9:54-10:42	
JH Study Hall	10:45-11:15	Lunch 11:15-11:45
4 <sup>th</sup> hour HS	10:45-11:33	
HS Study Hall	11:35-12:05	Lunch 12:05-12:35
5 <sup>th</sup> hour JH	11:48-12:35	
6 <sup>th</sup> hour	12:38-1:26	
7 <sup>th</sup> hour	1:29-2:16	
8 <sup>th</sup> hour	2:19-3:06	

## ATTENDANCE

Students are required to report promptly and to attend all classes. As per Illinois Statutes, for attendance record and report card purposes, a student must be present 300 minutes or more of classroom instruction to constitute a full day of attendance and 150 to 299 minutes for a half-day. Any student who attends school less than 150 minutes is considered absent for a full day. However, for grades K-1, a full day of attendance is equal to four clock hours (240 minutes), and a half-day (120-239 minutes). In grades 7-12 seven class period absences is equal to one full day of absence. Where there is an unexcused absence of a student in grades Kindergarten through 8, the District shall make a reasonable effort to contact the student's parent or guardian by telephone within two hours of these students' first class to notify them of the absence.

A direct relationship exists between academic achievement and regular attendance. There is no substitute for participation in class explanations and discussions; therefore, while assignments might be made up, some learning is lost in any absence. Habits of consistent and punctual attendance are habits that will serve Northwestern students well in their future work lives.

## EXCUSED ABSENCE

The following absences will be deemed excused:

1. Personal illness-5 days (3 days for students who enroll after first semester ends) throughout the year may be excused with a note from the parent/guardian on the day the student returns to school. However, 3 consecutive days or more of absence at any time requires a doctor's note. Doctor's notes do not take away from the 5 days. However, once the student has used the total 5 days, a doctor's excuse is required for each day missed. STUDENTS CANNOT ATTEND SCHOOL EVENTS ON THE DAYS OF ABSENCE. Students may participate in extra-curricular activities if they are present for the last ½ of a school day.
2. Funeral of a family member.
3. Family medical emergency.
4. Medical appointment-We ask parents to make appointments early or late so that students miss no more than ½ day for appointments.
5. Field trips or other school affiliated events. No absence will be reported on the student's record.
6. Observance of a religious holiday.
7. Juniors and Seniors will be allowed 2 college visit days. Juniors cannot carry the days over to their Senior year. These must be pre-arranged and approved by the principal or designee.

Students must have the form completed by the college admissions officer. No absence will be reported on the student's record. Parents are urged to arrange college visits during the summer prior to the child's senior year.

8. Students absent without a doctor's excuse or administrative approval may not attend after school activities. Failure to abide by this will result in an unexcused absence.
9. Others as deemed excused by the administration.

**NOTE: WRITTEN NOTES FROM PARENTS OR FROM THE DOCTOR MUST ACCOMPANY THE CHILD THE DAY HE/SHE RETURNS TO SCHOOL. NOTES BROUGHT AFTER THAT MAY NOT BE ACCEPTED.**

## UNEXCUSED ABSENCE

Students who are absent for other than the above noted reasons are considered unexcused. Student initiated "skip" days are prohibited and will be treated as an unexcused absence. Any student's participation in "skip" days may face disciplinary action. **An unexcused absence for any part of the day will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening.** An unexcused absence means that students cannot earn credit for work completed in class or assignments assigned on that day.

Students absent for 10 consecutive days without a legitimate excuse will be dropped from the roles. Students in grades K-8 can re-enroll at any time after a parent conference. Students with high absenteeism can be retained or fail to receive credit for a course.

## PARENTAL RESPONSIBILITY

Should a child in any grade need to be absent for any reason, parents/guardians are required to notify the school by phone by 9:15 a.m. Students cannot call in for themselves. While family vacations during school are discouraged, it is understood that this is sometimes unavoidable. Should a family vacation be planned during school time, please give ample notice to the school. Students with excessive absences may not be excused for family vacations.

## TRUANCY

A chronic or habitual truant is hereby defined as a Macoupin County student between the ages of 7-16 years of age who is absent without valid cause from attendance for 5% or more of the previous 180 regular attendance days in school. Section 26-10 of the School Codes states: *Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or fine of up to \$500. Any Macoupin County student violating or, Parent/Guardian of a Macoupin County student violating, the terms of Macoupin County's Ordinance, which shall be punished as a petty offense, shall be subject to the following fines, not to exceed the limitations set forth in 55 ILCW 5/5-1113 upon conviction:*

1. A fine of not less than \$25.00 for the first violation.
2. A fine of not less than \$50.00 for the second violation.
3. A fine of not less than \$100.00 for the third violation.

Each day, or portion thereof, upon which a violation occurs, shall constitute a separate violation, with each separate violation being subject to a separate penalty, as provided herein.



## TARDINESS

When students arrive late, they disrupt classes and forgo opportunities to learn. Furthermore, they unfairly interfere with other students' opportunities to learn. Promptness is essential to student success. A student in grades 7-12 will be considered tardy for class if not in the classroom before the last bell to start that period. Students are allowed to be tardy 6 times per year. This is not 6 times per class but a total of 6 for the entire year. After the 6<sup>th</sup> tardy, the following consequences will result:

1. 7<sup>th</sup> tardy-parents will be notified by mail and the student will receive a lunch detention.
2. 8<sup>th</sup> tardy-parents will be notified by mail and the student will receive two lunch detentions.
3. 9<sup>th</sup> tardy-parents will be notified by mail and the student will receive an after-school detention.
4. 10<sup>th</sup> tardy-parents will be notified by mail and the student will receive 2 after-school detentions.
5. 11<sup>th</sup> or 12<sup>th</sup> tardy-parents will be notified by mail the student will receive an in-school suspension.
6. 13 or 14<sup>th</sup> tardy-parents will be notified by mail and the student will receive two in-school suspensions per incident.
7. 15<sup>th</sup> tardy or each additional tardy beyond 15 will receive an out-of-school suspension.

## MAKE-UP WORK/INCOMPLETE GRADES

If a student is absent from class, it is his/her responsibility to make up the work missed, according to each individual teacher's directions. All students will be able to make up work missed during an excused absence. Students will be allowed one more day than the number of days missed to make up assignments. For example, if a student misses Monday, is present Tuesday, the assignment missed on Monday is due Wednesday. **However, students attending academic functions or preplanned absences including but not limited to; Spelling Bee, Olympiad, class field trips, family trips/vacation, etc. shall turn in work the next day of class following the function.** No incomplete grades will be given at the end of the school year except in emergency situations such as an accident, illness, or funeral. Students who have irregular attendance and/or whose absences are unexcused may face grade retention due to lack of basic skill development. In grades 7-12 multiple day absences should occur before a parent may request work from the teacher. Requests should be made twenty-four (24) hours in advance. It is recommended that students check with classmates for assignments.

## DELEGATION OF AUTHORITY

Each teacher and any other school personnel, when students are under his/her charge, is authorized to impose any disciplinary measures, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules of student discipline. Teachers, other certified employees, and other persons (whether certified or not) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other persons, or for the purpose of self-defense, or defense of property. The teachers may remove students from a classroom for disruptive behavior. The Superintendent or Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

## ENROLLMENT OF HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youths. Any homeless child shall be immediately admitted, even if the child or child's parent or guardian is unable to produce records normally required to establish residency.

## STUDENT CONDUCT

The following paragraphs summarize the policies of the Board of Education of Northwestern Community Unit School No. 2 concerning conduct.

Students who are good citizens maintain a cooperative attitude in school and conform to classroom situations. Those who do not are guilty of misconduct. They not only fail to make progress themselves, but also distract others who want to learn.

Parents and guardians of children in school are expected to cooperate with the school by promoting good citizenship in the home and teaching their children the importance of good behavior and proper attitude in the classroom. Parents and guardians are also expected to be involved with any disciplinary actions brought against their child by the school.

Any student who is guilty of misconduct will be subject to verbal reprimand, lunchtime detention, after school detention, in-school suspension, out-of-school suspension, restriction, removal or banishment from extracurricular activities (as either a spectator or a participant), loss of driving privileges, expulsion, and/or Board or court action as dictated under the mandates of the law. Any known violation should be reported immediately to the school authorities. Junior and Senior High Students must obey elementary rules when in the elementary building and elementary students must obey high school rules while in the high school building. **The policies of the Board of Education concerning misconduct are as follows:**

- 1. ATTENDANCE**-Students are required to report promptly and to attend all classes. A student may leave class only with a signed pass issued by the teacher. Excessive tardiness will result in disciplinary action. **Note:** Students initiated "skip" days are prohibited and will be treated as an unexcused absence. Any students participating in "skip" days may face disciplinary action. Any unexcused absence in the afternoon will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening; this includes students leaving school due to illness. *Junior and senior high students: 8 periods of absence is equal to one full day of absence.*
- 2. BULLYING/AGGRESSIVE BEHAVIOR**-Aggressive behaviors such as violence, physical contact or closeness, force, noise, coercion, threats, intimidation, fear, profane or abusive language, bullying, or other comparable conduct, including by communications made in writing or electronically, toward anyone or urging other students to engage in such conduct is prohibited. When school personnel have determined that a student has demonstrated any of these aggressive behaviors, the student may receive disciplinary points in accordance with the handbook point system. (Board Policy 7:190)
- 3. CHEATING/PLAGIARISM**- Cheating and/or plagiarizing schoolwork and materials are prohibited.
- 4. CLOSED CAMPUS**-Students must have permission to leave the main campus at any time. Any student leaving school property must sign out through the office or obtain an off-campus pass from an administrator. At the beginning of each day, students are to report only to their respective areas of the gym and be seated unless conducting business in the office or eating breakfast in the cafeteria.
- 5. COMPUTER USE**-Computers and other technology equipment shall be used only for authorized school assignments. Computer use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District

computers. General rules for behavior and communications apply when using electronic networks. A teacher or supervisor must approve usage not related to class assignments. Copyright laws and license agreements related to computer software shall be observed. The District's Internet Usage Agreement contains the appropriate uses, ethics, and protocol. All students must have on file an Internet Usage Agreement signed by parents and students.

**6. MOBILE ELECTRONIC DEVICES (MED)**-The use for personal business or entertainment purposes of cellular phones, smart phones, pagers, radios, tape or CD player/recorders including those equipped with headphones is prohibited during the school day, **unless privileged use has been given by the administration at designated times in the Junior/Senior High School.** These items will be confiscated. Nothing in this policy shall prohibit a member of the faculty or staff from using his/her own or a school owned radio and/or tape player/recorder for instructional purposes or for entertainment purposes when appropriate. However, possession of a radio, tape player, and/or electronic games will be permitted on field trips, travel to athletic/music events, or other school related activities only with the permission and approval of the teacher and/or supervisor.

- a. MED include but are not limited to items such as laptops, cell phones, and PDA's.
- b. Students may have MED in their possession. These devices should be set to silent or quiet mode during the school day.
- c. Use of MED during school hours is regulated by specified times and locations.
- d. MED may be used during times of instruction if it is during a teacher approved and a planned portion of the learning activity.
- e. Any use of MED is strictly prohibited in locker rooms, bathrooms, whether here or in at another facility where a school activity or athletic event is occurring.
- f. Students who are dressed and participating in physical education classes are not permitted to have a MED in their possession.
- g. The District is not responsible for the loss, theft, damage, or vandalism to student MED.
- h. Using a cell phone, video/audio recording device, personal digital assistance (PDA), or other mobile MED in any manner that disrupts the educational environment or violates the rights of others including using the device to take digital images anywhere in the building or on the grounds to cheat, or otherwise violate student conduct rules is strictly forbidden. Consequences will be issued in accordance with handbook rules and regulations.
- i. Violations of this policy will be given consequences.

**7. EXTRACURRICULAR ACTIVITIES**-All students are subject to and are expected to obey the policies, rules, and regulations found in this **Student Handbook** while attending or participating in school sponsored activities. All persons, students and non-students, who attend or participate in activities/events on campus, are required to obey the rules of behavior and conduct established by the Board of Education and any other officially recognized governing body, such as the Illinois High School Association. Student misbehavior at extracurricular events may result in banishment from that event, and future events. **Due to lack of building-wide supervision during an event such as a basketball game, and unless accompanied by an adult, young children and students must remain in the gym during play action. Excessive movement in and out of the gym may result in disciplinary consequences.**

**8. DEFIANCE OF AUTHORITY/INSUBORDINATION**-Defiance of authority is defined as any verbal or non-verbal refusal to comply with a reasonable request from school personnel. Defiance of Authority is a serious offense and will be dealt with accordingly. A student who willfully fails to report to a designated location when requested to do so by any school employee, shall be guilty of insubordination and shall be subject to the board's disciplinary penalties for misconduct.

**9. FALSE ALARM**-The willful making of a false alarm by outcry, mechanical alarm, or other device is prohibited.

**10. FIGHTING**-Fighting, threats, or use of profane or abusive language will not be tolerated. Students who make threats or who are involved in the use of profane or abusive language, as determined by school officials, shall be subject to the Board of Education's disciplinary penalties for misconduct. A student who is provoked or assaulted shall retreat from the situation and seek help from staff members immediately, if possible. A student who immediately retreats from a fight will not be deemed to have been involved in a fight. Provoking a fight or not dispersing from a fight when directed to do so or interfering with school personnel in their attempt to break up a fight may receive the same consequences as for fighting.

**11. FOOD AND DRINK**-All food and drink is to be consumed in the cafeteria **unless prior administration approval**. The soda and juice machines are off limits except during high school lunch and after school. Junior High students do not have access to vending machines. Breakfast is served at Elementary and the Junior/Senior High Schools.

**12. GAMBLING**-Any form of gambling or implied gambling will not be permitted on the campus of Northwestern.

**13. GROSS/CHRONIC DISOBEDIENCE**-Gross/chronic disobedience of school rules is defined as but not limited to violations of the drug/alcohol abuse policy, assault/battery of a staff member, weapons possession or use thereof, false fire alarm, bomb threat, or explosive devices.

**14. HALL CONDUCT**-Students should exercise common courtesy while in the hall areas. Students may not be in the hall areas, during class time, without signed authorization. High school students are not permitted to loiter in the Junior High section unless they are going to the library or class. Likewise, the Junior High students are not allowed to loiter in the high school section. This applies to gym use before the first bell and during selected assemblies.

**15. HALL PASSES**-Students are not to be in the halls during class periods without a hall pass. Teachers are to issue each student an individual written pass. Each pass is a privilege that a faculty member may or may not grant. Improper usage of hall passes will result in the offender being disallowed the privilege. Forgery or altering a pass in any way will result in strong consequences. Penalties will range from revocation of all privileges to suspensions.

**16. LOCKERS**-A locker is to be used to store books, book bags, supplies, and outdoor garments. Students are cautioned not to use lockers for money or other valuables. The school cannot assume responsibility for articles missing from lockers. Lockers should be locked. Beverage containers that have been opened will not be allowed to be kept in lockers. Each student will be held responsible for the condition of the locker assigned. If a locker/lock does not function properly, please contact the office. School authorities may inspect and search school property and equipment owned or controlled by the school, as well as personal effects left there by a student, without notice to or the consent of the student. **Students have no reasonable expectations of privacy in these places or in their personal effects left there.** School authorities may search a student and/or the student's personal effects in the student's possession when there is a reasonable ground for suspecting that a search will produce evidence the particular student has violated or is violating the law or the District's student conduct rule. If a search produces evidence that the student has violated or is violating the law or the District's policies of rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**17. LOITERING**-No loitering is permitted in the restrooms, hallways, and other designated areas at any time.

**18. NUISANCE ITEMS**-Due to the inherent dangers and potential disruption of items such as, but not limited to, roller blades, skateboards, squirt guns, yo-yos, laser pens, etc., are not permitted at school. Such items will be confiscated and returned at the discretion of the teacher and administration.

**19. OBSTRUCTION OF AN INVESTIGATION**-Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be

false, present a potential danger to student and staff safety. Violators will be subject to the Board of Education's penalties for misconduct.

**20. OFFICE PHONE USAGE**-Receiving messages at school- The phone in the office is a business phone. Any calls to parents because of sickness must be made in the office by the office staff. Please try to make appointments, bus plans, alternate car rides, etc. before your student leaves for school in the morning. **Messages are a disruption of class time and cannot be delivered except in the case of an emergency. In addition, student phone usage in the office will be limited. Daily calls for homework, band instruments, uniforms, extracurricular activities, etc. will be banned unless an unforeseen change occurs.**

**21. PRESENCE IN AN UNAUTHORIZED AREA**-some of the unauthorized areas to students are (but not limited to), teachers' lounge, faculty restrooms, etc., unless accompanied by a faculty member. After classes end for the day, students are not allowed in the building except for school related activities such as athletics, clubs, meetings, rehearsals, tutoring, and detentions.

**22. PROJECTILES**-The throwing of any snowball, stone, or other missile is prohibited.

**23. RESTROOMS**-Restrooms are available during the passing time, lunch period, and in *emergency* situations during class time.

**24. SEXTING**-Use of a cellular phone, video recording device, camera, or other electronic device for the purpose of creating, sending, sharing, viewing, receiving, possessing, or storing an indecent visual depiction of oneself or another person is prohibited.

**25. STUDENT LANGUAGE-STUDENT EXPRESSION**-The administration reserves the right to prohibit expression that may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions or actions that are considered obscene to minors, are libelous or slanderous, injures, harasses or invades the privacy of other people; or disrupts the orderly operation of the school.

**26. THEFT**-The pilfering, theft, or illegal possession of another's property, including school property, and/or the taking of money, books, or other property through the use of threats, force or coercion is prohibited.

**27. VANDALISM/CARE OF SCHOOL PROPERTY**-The willful destruction of school property or the property of another individual is prohibited. A student which disfigures, defaces or destroys school property will be required to repair the damage or provide full monetary restitution for the damage in addition to any other discipline that may be imposed per District policy. This includes the writing on desks/lockers and lost or damaged textbooks. Altering or disabling a security device is prohibited.

**28. WEAPONS**-Any student who is determined by school officials to possess, use, transfer, or control a weapon on any school grounds, in any school bus, at any school sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, except where such possession, use transfer, or control is necessary to a legitimate part of a bona fide school program or activity, may be expelled for a definite period of time not less than one (1) year and not more than two (2) years, except as provided below.

For the purpose of this rule, "weapon" shall include, but not be limited to:

- Any type of "firearm", as defined in 430 ILCS 65/1.1, whether loaded or unloaded. The School Code also prohibits firearms as defined by 18 USC & 921 (US Criminal Code) and 720 ILCS 5/24-1 (Illinois Criminal Code).
- Any type "ammunition", as defined in 430 ILCS 65/1.1.
- Any type of "explosive material", as defined in 225 ILCS 210/1003(b).
- Any type of knife-like weapon.

- Any type of Billy club, brass knuckles, metal stars, or metal pipes.
- Any object which substantially resembles any of the objects listed above.
- Any object that is actually used to cause bodily harm to another person, attempted to be used to cause bodily harm to another person, or used to threaten bodily harm to another person, such as pepper spray and mace.
- Any item determined by school officials to have possessed, used, transferred or controlled in violation of this rule will be retained by school officials, and turned over to either a parent or legal guardian of the student at the end of the year or to the police.

The minimum length of expulsion may, in the Board of Education’s discretion, be modified in an individual case. Factors taken into account in such a decision may include:

- The seriousness of the student’s conduct.
- The history or record of the student’s past conduct.
- The likelihood that the student’s conduct will affect the delivery of educational services to other students.
- The severity of the punishment.
- The interests of the student.

The possession and/or use of any kind of pocket knife are prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the office until the end of the year where it may be claimed by a parent or guardian. Any student who uses a pocket knife as a weapon to threaten or harm another person during the school day or at any school sponsored and/or related activities shall be subject to the Board of Education’s disciplinary penalties for misconduct.

## **SOCIAL NETWORK PASSWORDS**

The school may request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the school has reasonable cause to believe that the student’s social networking account contains evidence that the student has violated a school disciplinary rule or policy. (105 ILCS 110/3.10)

## **DESTRUCTION OF PROPERTY**

If a student loses, destroys, or damages school property of books, he/she will be expected to pay for the loss. The administration will place a fair amount on the damage and notify parents of the cost. This act can lead to disciplinary action in accordance with the point system.

## **DISPLAYS OF AFFECTION**

The Board of Education hereby finds and determines that excessive displays of affection may cause substantial disruption to the educational process. All excessive displays of affection, including kissing and fondling, are prohibited anywhere on the school campus or during any school-sponsored event.

## GENERAL DISCIPLINE

When a student commits an act of gross disobedience or misconduct as defined by the School Board, the student's right to an education may be temporarily withheld (105 ILCS 5/10-22.6). No governmental agency, such as a school, may deprive a student of rights without due process of law. A student is entitled to procedural due process and must be allowed to present a defense and explain the circumstances of the actions in question.

The basic difference in suspension and expulsion is as follows:

1. A suspension is not to exceed ten (10) school days. An expulsion is from eleven (11) school days to a maximum of two (2) school years.
2. The Board of Education, the Superintendent, a Principal, or an Assistant Principal may suspend a student; only the local Board of Education can expel a student.
3. A student may be **SUSPENDED** after an informal hearing; a student may be **EXPELLED** after a formal hearing.

## SUSPENSION

The following procedures apply to suspensions:

1. Prior to any suspension, a conference will be held during which the student will be given written or oral notice of the charges against him or her, as well as any evidence to support the charges. The student will have an opportunity to respond to the charges.
2. A pre-suspension conference is not required 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, a student may be suspended immediately, with notice and conference to follow as soon as in practicable.
3. Any suspensions shall be reported immediately to the student's parent or guardian by mailing a written notice. The District will also make reasonable efforts to notify the parent or guardian by phone prior to the beginning of the suspension. The parent or guardian shall be informed of the reason for the suspension, the length of suspension, and their right to a review of the suspension by the School Board.
4. Upon the request of the parent or guardian, a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At such a hearing, the student has the right to a lawyer at the student's own expense to question the person who made the decision to suspend to present evidence, to call witnesses, and to make a statement on his or her own behalf.
5. A record of the proceedings will be made and retained by the School District and provided to the student upon reasonable reimbursement of incurred expenses.
6. If the suspension decision is reversed, all references to it in the student's records will be removed, and the School will give the student assistance necessary to make up missed school work.

## TYPES OF SUSPENSIONS

- 1. Temporary removal from an individual class: If a student is disobedient or disruptive, the pupil may be removed from the class temporarily.** The student will be assigned to another setting during the class period (usually the office). The student reports to all other classes. The student receives homework assignments and may participate in make-up tests. No parent notification is required and no appeal is authorized. In certain situations, a student may be taken home if the continued presence of that student (in the opinion of the administration) will continue to be substantial disruption in the school.
- 2. In-school suspension (directed study): Most district students who are suspended will be assigned to a “directed study” area, as determined by the administration.** Parental notification and due process will be given. During the period of in-school suspension, they will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises, except during the school hours. The student is expected to complete all assignments missed due to the suspension, including tests on a daily basis as required by the teacher. Use of electronic devices will be prohibited. Work must be completed manually.
- 3. Out-of-School suspension: A student may be suspended for up to ten (10) school days for acts of gross misconduct and/or persistent disobedience.** Parental notification and due process are required. During the suspension the student will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises during the period of suspension. This includes weekend events, if applicable. Work is allowed to be made up for 68% of what is earned. The parent or guardian is responsible for obtaining the make-up work for the student. Teachers will bring assignments to the office daily. All work is to be turned in to the office immediately upon arrival when returning from the suspension. Anything not turned in to the office upon arrival will result in a zero grade.

## EXPULSION

The following procedures apply to expulsion.

1. The student and the student’s parents will be notified of the expulsion and requested to appear at a School Board meeting to discuss their child’s behavior. The request shall be made by registered or certified mail and shall state the charges for dismissal (i.e. specific acts of misconduct), and the date, time, place, and purpose of the School Board meeting. The expulsion will not take place until after the School Board meeting.
2. At the hearing by the School Board, the student has a right to a lawyer at the student’s own expense, to question the person who made the recommendation to expel, to present evidence, to call, question, and cross-examine witnesses, and to make a statement on his/her own behalf.
3. A record of the proceedings will be made and retained by the School District and provided to the student or representative upon request and on a reimbursable basis.

In the interest of helping students, the School District may assist in providing or locating alternative educational opportunities for the suspended or expelled student. These opportunities may include alternative school settings. The Illinois State Board of Education provides information and assistance to school districts and students interested in educational alternatives within a school or off campus.



## OTHER DISCIPLINE ALTERNATIVES

Other discipline measures which can be taken by teachers and/or appropriate administrative personnel include, but are not limited to the following: (1) verbal reprimand, (2) parent conferences, (3) time out, (4) detention (lunchtime or after school), (5) loss of driving privileges, (6) withdrawal of privileges (including banishment from extracurricular activities), (7) behavioral contract, (8) peer counseling, (9) referral to counselor, (10) referral to social worker, (11) special assignments, (12) referral to police liaison officer, (13) rearrangement of class schedules, (14) directed study (in-house suspension), (15) restitution, (16) seizure of contraband, and (17) mandatory counseling.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. District employees are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

## DETENTIONS

Junior/Senior High detentions will be served during lunchtime or after school. Lunchtime detentions may be served the day of the incident; however, the date of the detention and reason will still be mailed home. Any staff member is authorized to write a Disciplinary Referral (D.R.), which may result in disciplinary action. **Failure to serve properly may result in more serious consequences. For example, refusal to serve lunchtime or after school detentions may result in an in-or-out-of-school suspension. In case of illness, the detention will be served on the next school day.**

### The rules to follow for detention are:

1. Students may not bring food or drink to detention.
2. During lunchtime detention, students will be served 1 hot lunch with white milk. No condiments, salt/pepper, or seconds are provided in lunch detention.
3. Sit in the seat assigned by the detention supervisor.
4. Bring enough material to keep busy the entire time. Failure to do so may result in rescheduling with additional detentions or in work tasks being assigned, or more serious consequences such as after school detention, or an in-or-out-of-school suspension.
5. No communicating with other students in detention.
6. No laying head or propping feet onto any desk or chair.
7. Follow all directions from the supervising teacher.
8. Students may be required to complete a reflective writing for each incident before completing the detention.
9. Lunch may be served after all other students have gone through the line.
10. Elementary students will serve after school detentions from 3:15-3:45 p.m. on selected days. Junior/Senior High School will be served for one hour after school on the assigned day(s).
11. Use of electronic devices will be prohibited. Work must be completed manually.

***In addition to the detention rules, the monitor may impose additional criteria to be followed.***

## SUBSTANCE USE/ABUSE POLICY

### RULES OF CONDUCT

Possession and/or use of any drugs, alcohol, tobacco, tobacco products or other intoxicants, as well as the possession, use, delivery, control of alcohol, drugs, drug paraphernalia, look-alike drugs, drugs prescribed for another, or other intoxicants is prohibited in any school context. This could include, but not limited to, the school grounds, the regular school program; a school sponsored activity including activities, which occur away from Northwestern Junior/Senior High School. It also includes other context clearly related to school functions, such as activities, which occur adjacent to school property, or school sponsored activities. These activities can occur before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school sponsored activity. Any student found in violation of this policy will be suspended for up to ten (10) school days per incident and will be subject to additional disciplinary actions including possible expulsion from school and all school activities (athletic participation and attendance, dances, prom, trips, and other activities deemed by the administration for one calendar year).

### Definitions

- A. **Tobacco.** For purpose of this policy, tobacco will mean cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked. (including electronic cigarettes or e-cigarettes)(Source: P.A. 86-821; 86-1028).
- B. **School Purposes.** Includes, but is not limited to, all events or activities or other uses of school property that the school board or school officials authorize or permit on school property, including, without limitation, all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate. (Source: 105 ILSC 5/10-20.5b).
- C. **Drugs.** Unless the context requires otherwise, the word “drugs” includes substances containing alcohol and/or mind altering drugs and substances recognized as drugs in The Physicians’ Desk Reference, Official United States Pharmacopeia, Official Homeopathic Pharmacopeia of the United States, or Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word “drugs” also includes substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.
- D. **Drug Paraphernalia-Possession Of.** “Drug paraphernalia” means all equipment, products, and materials of any kind that are peculiar to, marketed for, used in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician. Examples shall include, but not be limited to cigarette papers, pipes, holders of smoking materials of all types, cigarette rolling machines, and other items designed primarily for smoking or ingestion of tobacco products or of substances made illegal under any statute or of substance whose sale, gift, barter, or exchange is made unlawful under the Tobacco Accessories and Smoking Herbs Control Act, 720 ILSC 685.
- E. **Possession.** Any student who has possession or control of any alcoholic beverage, marijuana, and controlled substance other than as prescribed by a physician for that

individual, any other intoxicating substance, any “look-alike” intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. The term “possession” as used herein is defined to include the use of the student’s person, clothing, supplies, or automobile as well as school lockers, desks, or other school property for the storage of illegal substances.

- F. **Delivery.** Any student, who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia will be subject to disciplinary action. Delivery means a person’s immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment of other consideration.
- G. **Look-Alike.** A “look-alike substance” is a substance, which by dosage unit, appearance including color, shape, size, container and/or packaging, markings, or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or an illegal/controlled substance.
- H. **Under the Influence of Drugs.** A student is under the influence of drugs if his behavior or character is modified in any degree as a result of the ingestion, inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed “drunk” or “drugged” to be under the influence of drugs.
- I. **Using Drugs.** A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any school context.

## **PROCEDURES FOR REVIEW OF ELECTRONIC RECORDINGS**

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Administrator, including the Building Principal, Transportation Director, bus driver, and coach or other supervisor. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

## **PROCEDURES FOR SEARCHES**

### **INTRODUCTION**

The Principal or Designee may properly conduct or authorize a search of a student at Northwestern Junior/Senior High School, on the property, or on the school bus when the purpose of that search is to maintain the safety and discipline of the student body or to promote the orderly functioning of the educational environment. Searches will only be conducted for evidence of violations of law or Northwestern Junior/Senior High School expectations.

1. **Reasonable Cause-**Any search of students will only be conducted when a staff member has reasonable suspicion that the search will produce evidence that the student has violated or is violating with the law or District rules of student conduct, based on one or more of the following:

- a. Reliable reports or information from credible sources made known to school staff. If the source is anonymous, the information must show that the informant has a relationship to the school or student so as to give it credibility.
- b. Suspicious or evasive behavior suggesting violation of a school policy or law, or concealment of contraband, weapons, or stolen property.
- c. Observation of a student engaging in prohibited conduct or suspected prohibited conduct.
- d. Verbal statement of the student that he or she has a weapon/contraband or intends to harm students or staff with a weapon.
- e. The return of a student after having run away from the building and suspicion that the student went to a location where a weapon or other prohibited item would be available.

The Northwestern Junior/Senior High staff may also take into account the student's disciplinary history in the development of reasonable suspicion.

2. **Justifying the Procedure-** The scope for the search conducted must be reasonable related to the objective sought and the evidence searched for. The search shall follow the step-by-step process outlined in the Northwestern Junior/Senior High School Procedure. In determining if the search is related to the objectives sought, Northwestern Staff will consider:
  - a. The nature and severity of the violation to determine the permissible amount of intrusion into the student's privacy rights.
  - b. The area to be searched so that it will be no more extensive than required to serve Northwestern legitimate objectives.
  - c. The time and place where the search is conducted so that it will be as close as possible to the time and place of the suspected violation.
  - d. The duration of the search so that it will be no longer than to serve the school's legitimate objectives.
3. **Locker and Desk Searches-** Searches of lockers, desks, storage spaces, and other property owned by Northwestern School District #2 may be conducted at any time, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these areas.
4. **Searches of students and their Personal Belongings-** A search of a student and his/her personal belongings, including vehicles, will be conducted with reasonable cause and according to the Northwestern outlined procedures.
5. **Surveillance-** Surveillance shall only be conducted in hallways, classrooms, school buses, and other areas open to the public view where the students are permitted.
6. **Random Sweeps-** Random sweeps will only occur in cases of emergency where special circumstances require immediate action to avoid danger to persons or property.
7. **Police Involvement-** Police involvement shall be sought whenever Northwestern Officials uncover evidence of a violation of state law or when officials deem such involvement necessary or helpful in maintaining school or bus safety. The standard for a search or seizure by police is probable cause.

## **SEXUAL HARASSMENT**

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of the student's academic status; or
2. Has the purpose of:

- a. Substantially interfering with a student’s educational environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile”, and offensive, “include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

### **DISTRICT NONDISCRIMINATION COORDINATORS**

Mr. Patrick Bowman, District Office  
 30953 Route 111  
 Palmyra, Illinois 62674  
 217-436-2442

Mrs. Brandi Maxedon, Jr./Sr. High  
 30889 Route 111  
 Palmyra, Illinois 62674  
 217-436-2011

### **TEEN DATING POLICY**

According to (105 ILCS 110/3.10) The Northwestern School Board policy has adopted a policy stating teen dating violence is unacceptable and prohibited and each student has the right to a safe learning environment.

### **DRIVING**

Students’ driving to school is a privilege and will be treated as such. By the fact that a parent permits his/her child to drive, the school will assume no responsibility for a student’s driving habits or motor vehicles. Students will be expected to abide by the following rules:

1. An authorization/registration form signed by the student and parent/guardian including a copy of current proof of vehicular insurance must be on file in the office before parking tags will be issued. This registration form must list **ALL** vehicles that the student might drive.
2. A vehicle tag is required for parking on campus and must be purchased yearly in the office. This tag must be clearly visible within the designated area.
3. Students will exercise extreme caution when operating a motor vehicle on school property. Speed limit- 10 miles per hour on school property.
4. Upon arrival at school, the vehicle is to be parked and locked, and must remain so until the end of the day. **Students must leave cars as soon as they park and not return until school is dismissed.**
5. Students will be assigned a numbered parking space.
6. Student parking is in the **main lot only**, not in the circle drive, the north end of the building, by the dumpster, or the tin shed.
7. Students **must** yield to buses.
8. Only students going north may use the north exit.
9. Violation of Student Handbook rules will result in point’s assessment and may result in the loss of driving privileges and/or revocation of parking privileges.

10. Refer to number four under Procedures for Searches (p.24). Violations of any of these rules can and will result in the loss of driving privileges or vehicle being towed at the owner's expense.

## EXTRA-CURRICULAR MISCONDUCT

While participating in extra-curricular activities (either as a participant or as a spectator), students will adhere to Northwestern Community Unit School District No. 2 Discipline Code as well as all federal, state and local laws. Student misconduct during extra-curricular activities may be handled similarly to misconduct taking place during school hours on district premises.

Appropriate disciplinary measures may be taken by the sponsor/teacher/coach as well as referrals to the administration for disciplinary action in the event of misconduct. This may cause the student to be removed from extra-curricular activities and/or positions of leadership (e.g., Student Council, FFA, etc.).

Students and parents are reminded that participation in activities is a privilege. Students must assume responsibility for their behavior during their participation and abide by any rules and codes as may be implemented. Student misconduct will result in points being assigned and may result in the student's temporary or permanent removal from extra-curricular activities.

At the conclusion of a game or extra-curricular activity, students are expected to depart the premises in a timely manner. Students who do not depart in a timely manner may be banned from future extra-curricular activities or events.

## STUDENT DRESS AND GROOMING

Students will be expected to abide by the following policies that are designed to create an environment conducive to learning.

All students in the Northwestern District, grades K-12, are expected to wear clothing in a neat, clean and well-fitting manner. Students are to use discretion in their dress and are not permitted to wear apparel that is distracting or obscene. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere or disrupt the educational environment or process.

- Dress and grooming shall not be contrary to curriculum goals and/or educational objectives or advertise, promote, or picture alcoholic beverages, illegal drugs, or illegal or violent behavior.
- Dress and grooming including accessories shall not display lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols.
- Bare shoulders, bare backs and bare midriffs are unacceptable. All attire is required to have a neckline, which does not show the chest or cleavage area.
- All tops/shirts must have sleeves. The following types of tops (but not limited to) are not permitted: halter tops, tube tops, tops with spaghetti straps, and tank tops which violate the conditions stated in the opening of this dress code.
- Severely ripped clothes and pajamas are inappropriate for school and are not allowed. No holes causing skin to be visible. No tights underneath of ripped clothes to cover skin.
- Clothing made of fishnet fabric is not permitted.
- Hemlines may not be any shorter than mid-thigh (finger-tip length). **No Soffe shorts.**
- Ragged hemlines or cut off hemlines that drag shall not be worn in the buildings.

- Properly fitting clothing is to be worn. Undersized, oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waist. Sagging is prohibited.
- Appropriate footwear must be worn at all times.
- Roller blade type shoes are prohibited.
- Coats, sunglasses, and head apparel (hats, bandanas, scarves, etc.) shall not be worn in the buildings during the school day. No book bags, bags, or purses shall be carried throughout the buildings during the school day. These items are to be locked in student lockers.
- Pierced jewelry other than earrings worn in the ear shall not be worn.
- Chains are prohibited.
- Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times.

**Students who violate this Dress Code will be required to immediately change into attire previously approved by administration. Failure to comply will result in designated consequences. They will not be excused during the time that it takes to be in compliance with the Dress Code. Interpretation will be the responsibility of the Building Administrator(s). These rules apply to all student activities and transportation under the direction of the school. The following point system reflects all student activities in the same manner.**

## **JUNIOR HIGH AND HIGH SCHOOL**

### **MISCONDUCT/POINT SYSTEM**

<i><b>Point</b></i>	<i><b>Discipline</b></i>
5	1 lunch detention
10	2 lunch detentions
15	1 after-school detention
20	2 after-school detentions
25	In-school suspension (1-3 days)/Bus Suspension
30	In-school suspension (1-3 days)/Bus Suspension
35	In-school suspension (1-3 days)/Bus Suspension
40	Saturday School (In-School Suspension 3-5 days)
45	Saturday School (In-School Suspension 3-5 days)
50	Saturday School (In-School Suspension 3-5 days)
55	Saturday School (In-School Suspension 3-5 days)
60	Out-of-school suspension (1-10 days)
65	Out-of-school suspension (1-10 days)
70	Out-of-school suspension (3-10 days)
75	Out-of-school suspension (3-10 days)
80	Out-of-school suspension (5-10 days)
85	Out-of-school suspension (5-10 days)
90	Out-of-school suspension (5-10 days)
95	Out-of-school suspension (5-10 days)
100	Out-of-school suspension with Disciplinary Probation
120	Out-of-school suspension with recommendation For alternative school placement or expulsion

**5 point violations**

Abuse of Hall Pass  
Cell Phone Violation  
Dress Code/Appearance  
Excessive Talking in Class (repeated incidents)  
Gambling  
In Parking-lot without permission  
Parking violation  
Leaving lunch area without permission  
Leaving school without permission/not signing out  
Not bringing materials to class (repeated incidents)  
Obscenity  
Projectiles  
Public Display of Affection  
Sleeping in Class (repeated incidents)

**10 point violation**

Class dismissal  
Disrespect toward staff  
Disruptive behavior/Mischief  
Forgery  
Graffiti/Minor vandalism  
Lunch room violation  
Lying to faculty/staff/administration  
Not returning to class after activity

**15 point violation**

Computer misuse  
Misconduct under substitute teacher  
Unsafe driving in parking lot  
Gang/satanic graffiti/symbols/signing  
Rough housing  
Cheating/plagiarism

**25 point violation**

Disruptive devices  
Truancy

**30 point violation**

Defiance of authority  
Fighting  
Possession/use of tobacco products  
Theft  
Theft/vandalism of less than \$150.00



**40 point violation**

**Gesture/Obscenity toward staff**

**Harassment of student**

**Intimidation of student**

**Bullying**

**60 point violation**

**Threat/intimidation/harassment toward staff**

**Theft/vandalism of \$150.00 or more**

**Zero Tolerance**

**Drug/Alcohol abuse, etc.**

**Assault/Battery of Staff member**

**Weapons possession/Use**

**False Fire Alarm**

**Bomb Threat**

**Explosive Devices**

**Gross Disobedience or misconduct**

## **MISCONDUCT POINT SYSTEM GUIDELINES**

**35 points-** Discipline Warning Letter will be sent home.

**55 points-** Required Parent Conference. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *55 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the *school counselor/social worker*. The purpose of this conference is to develop a plan so the student can be successful in school.

**75 points-** Required Parent Conference. If a senior, the student will be unable to go on the senior trip. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *75 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the school *administrator*. The purpose of this conference is to develop a plan so the student can be successful in school.

**100 points-** The student will be placed on School **Disciplinary Probation**.

1. A student that accumulates **100** misconduct points or violates the policies of the Board of Education concerning misconduct may be placed on **School Disciplinary Probation** by a school administrator.
2. A student placed on probation shall be required to abide by the school's rules on tardiness, attendance, behavior, and such other specific conditions of the probation as may be established.
3. If the student fails to abide by the conditions of his or her probation or reaches **120** misconduct points, he/she may be subject to Alternative School Placement or an Expulsion hearing before the Board of Education.
4. While a student is on **School Disciplinary Probation** he/she will have the opportunity to contract with his/her teachers and the administration to eliminate misconduct points.
5. While on **School Disciplinary Probation** the student will not be allowed to attend any after school extra-curricular activities home or away.

**120 points-** When a student accumulates **120** points under the misconduct points system, the student will be recommended for expulsion or alternative school placement. The length of the expulsion or the option of alternative school placement will be determined on a case-by-case basis.

**Points may be earned back through an approved behavior contract with both the teacher and administration.**

### **SATURDAY SCHOOL GUIDELINES**

Saturday School is intended to provide an alternative to the suspension of a student out of school. Students will receive a three hour (8:00 a.m.-11:00 a.m.)Saturday School assignment. The student will be expected to bring enough work to keep them busy during the time assigned. **If a student does not attend Saturday School, does not bring work for the time assigned, or is sent out for behavior, he/she will be suspended out of school for two days with no credit given except for major works.** This out of school suspension will be for the two days of school immediately following the Saturday School. The second time a student chooses not to attend an assigned Saturday School; he/she will be assigned three days out-of-school suspension and will no longer be assigned Saturday Schools for the remainder of the semester. Once a student has failed to successfully complete two assigned Saturday Schools during a semester, inappropriate behaviors that would normally result in Saturday School assignment will result in an out-of-school suspension. **STUDENTS WHO ARE ABSENT ON FRIDAY ARE STILL EXPECTED TO SERVE ANY ASSIGNED SATURDAY SCHOOL.**

The rules and procedures for Saturday School are as follows:

1. Students will be given two school days' notice before serving Saturday School so they can make necessary arrangements.
2. Students should report to the high school commons by 7:50 A.M. on the day assigned.
3. If a student is late, he/she will not be admitted.
4. Students will be seated by the supervisor.
5. Students will be given a short break at 10:00 A.M.
6. Food, drinks, electronic devices such as I-Pods and laptops are not permitted. Cell phones should be powered off.
7. Sleeping is not allowed.
8. The supervisor has the responsibility to maintain regular classroom discipline. A student may be sent out of Saturday School for violation of rules or procedures. If a student is sent out of Saturday School, he/she will serve a 2-day out-of-school suspension.
9. Saturday Schools are expected to be served even though a student might be assigned out-of-school suspension during the same time period.
10. Students attending Saturday School are expected to follow the School Dress Code and follow all other student handbook policies.
11. If school is cancelled on the Friday before Saturday School due to snow day etc., then Saturday School will be cancelled as well and will be rescheduled.

### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

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 District shall comply with the Individuals with Disabilities Education Improvement Act and the Illinois State Board of Education’s special education rules when disciplining special education students. No special education student will be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## GRADING SYSTEM-HIGH SCHOOL

In September of 1998, Northwestern High School changed to a weighted grading system. Under this system a student can receive extra grade point value for certain “honors” classes. These grade points are used to calculate class rank, grade point average and honor roll. They do not affect credit given in anyway.

Students wishing to enroll in honors classes must have at least a 3.0 cumulative grade point average.

Honors Class	Regular Class	Honors Class	
A 5.0	4.0	Biology II	U.S. History CP
B 4.0	3.0	Spanish II, III, IV	Psychology
C 3.0	2.0	Chemistry II	Advanced Math
D 2.0	1.0	Algebra II	Physics
F 0.0	0.0	English IV CP	Calculus

## CREDITS AND CLASSIFICATION

<b>Sophomore</b>	5 Credits	<b>Junior</b>	12 Credits	<b>Senior</b>	19 Credits
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## GRADUATION REQUIREMENTS

*Students must complete at least 7 semesters prior to graduation.*

English I	1 credit	Consumer Ed/HRM	.5 credit
English II	1 credit	Computer Application	1 credit
English III	1 credit	Driver’s Education	.5 credit
English IV	1 credit	Health	.5 credit
Three years of Math	3 credits	P.E. (3 years)	3 credits
U.S. History	1 credit	Electives	8 credits
Constitution Test	Pass	Freshman Seminar	1 credit
Additional Soc. St.	1 credit	Learning Strategies	1 credit
Biology I	1 credit	Band, Art, Foreign Language	
Physical Science	1 credit	or Vocational Education	1 credit

**Required total credits 26 credits**

## ADD/DROP CLASS

Students will be allowed to request in writing to drop or add a class up to the completion of the third day of the semester. All changes must have administrative approval. Students dropping a class after this period will receive a failing grade for the semester. The administration reserves the right to make exceptions to the policy on a case-by-case basis.

## SEMESTER AND FINAL EXAMS

All Northwestern Junior High students are required to take both first and second semester exams in each of their classes. High School requirements are as follows:

1. All students, **including Seniors**, must take first semester exams.
2. Seniors who's PSAE test scores Meet or Exceed the Illinois Learning Standards for a particular subject area may elect to be excused from that subject's first semester final.
3. Any senior participating in early graduation may be required to take semester exams.
4. Students with an "A" average\* in a class and no more than 3 days excused absences **for the entire year**, or "B" average\* and no more than 2 days excused absences **for the entire year** may elect to be excused from taking the second semester exam. Students starting a new class 2<sup>nd</sup> semester must have an "A" average\* and no more than 2 days excused absences or a "B" average\* and no more than 1 day excused absences to be exempt from the final exam. Any student with 1 or more unexcused absences will be required to take the final exams. \*the average will be calculated using 50% 1<sup>st</sup> Semester (Q1, Q2, and Semester Exam) and 50% 2<sup>nd</sup> Semester (Q3, Q4).
5. Any student not required to take an exam may elect to take the exam to raise their score. If the exam does not raise their score, the student may choose to disregard the exam score.

*The campus will continue to be closed during the exam periods as it is during the year. This means that students will not be allowed to leave the building without prior administrative approval. Exams are scheduled on a two-period basis for each class with each day having four exam periods possible. Semester and final exams count for 15% of the grade for all Northwestern Junior and Senior High School students.*

## JUNIOR HIGH PROMOTION-RETENTION

Junior High School students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria: **Grades 7-8:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained. Final course grades are determined by averaging the 2 final semester grades (sum of final grades for S1 + S2 divided by 2).

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **DANCES**

The student body at Northwestern has the opportunity to attend several dances during the year. The dress code for most dances will be casual with the exceptions of Homecoming (semi-formal) and Prom (formal). Northwestern students must register any out-of-school date with the office prior to the dance. In addition, all dances are grade level specific; meaning if it is a high school dance, no junior high students will be allowed to attend. The Board has also approved the use of a breath analyzer at all dances. The procedure for this is as follows:

1. All Northwestern students and their guest entering the dance area will submit to testing. Students should arrive in a timely manner; the breath analyzer is available for only one (1) hour after the doors open.
2. Any non-Northwestern person attending the dance as a date, regardless of age, will submit to testing. Refusal will result in denial of entrance to the dance.
3. Students not passing the test will be detained for parent pick-up and face school and/or legal discipline measures.

Other Regulations:

4. No one can leave the building and expect to return to the dance.
5. Students who are absent from school on the day of the dance, (or the last school day before the dance) for any reason (illness, suspension, expulsion, etc.) are not permitted to attend unless they have received prior permission from the administration.
6. Students who misbehave during the school year (as determined by the administration) may be banned from extra-curricular events and activities, including dances.
7. The sponsoring club or organization must clean up after the dance and put tables and chairs back in proper order before the time of the next scheduled class in the gym.
8. All dances must be placed on the school calendar and approved by the principal.
9. All school dances are considered to be an extra-curricular activity. Students must obey the discipline rules as listed in other parts of the student handbook.
10. The administration must OK all outside guests to student only dances.
11. Refer to number six (6) under Student conduct (p.16).
12. Dance guests 21 years and older need proof of a background check at the individual's own expense and it must be submitted to the High School Office one (1) week prior to the dance.

## **EDUCATION TO CAREERS (SCHOOL TO WORK)**

Some seniors (also juniors with prior administrative approval) may participate in our school-to-work program. Prior approval of the program director and documented employment are required. The school-to-work program is for 7<sup>th</sup> and 8<sup>th</sup> periods only.

## SENIOR TRIP

The year-end senior trip is a privilege, not a property right. Students who choose to display misbehavior during the school year are in jeopardy of losing the privilege of participating in the trip. Seniors who do not attend the senior trip are expected to attend school during the senior trip. A senior who is not achieving a 77% semester average and a 77% quarter average at the mid-term of the 4<sup>th</sup> quarter in a class which is required for graduation will not be allowed to participate in the senior trip. A senior with graduation in jeopardy or who has reached 75 points or more level on the discipline system, will not be allowed to participate in the senior trip. **Students who move into the district in the 2<sup>nd</sup> semester of their senior year may be subject to an increased fee to attend the senior trip. In addition, any senior with more than three (3) days of unexcused absences (8 periods of unexcused absences equal one full day of absence) or more than 6 tardies will NOT be eligible for the senior trip regardless if a deposit has been made. Trip deposits will not be refunded.**

## COMMENCEMENT DRESS CODE

Shorts, “flip-flops” and other attire deemed inappropriate by the administration will result in exclusion from commencement ceremonies.

## EXCLUSION FROM COMMENCEMENT

A student may be excluded from commencement for any or all of the following reasons:

1. Failure to abide by the commencement dress code.
2. Any inappropriate displays/behavior during the last week of school.

## ATHLETIC & EXTRA-CURRICULAR

When a student becomes a member of a team, club, and/or organization, it is both an **honor** and a **privilege**, and carries the responsibility of a leadership role. The student becomes very visible as a representative of the Northwestern School District and must represent him/herself in an exemplary manner. The student is therefore responsible for the following rules listed under the extra-curricular guidelines:

## EXTRA-CURRICULAR EXPECTATIONS AND PHILOSOPHY

The purposes of extra-curricular programs are to provide students with the opportunity to experience wholesome activities on an interscholastic level. From their participation, students should gain a sense of commitment, dedication, and demonstrate high standards of morality, attitude, and conduct. Extra-curricular activities are sponsored to help increase the overall educational experience of students in the Northwestern schools. Participation in extra-curricular events is considered a privilege.

## STUDENT RESPONSIBILITIES

Students involved in extra-curricular activities, whether as participants or spectators, are representing themselves, their family, their school, and the community when attending an extra-curricular event. They are expected to maintain a high standard of responsibility at these activities.

Students involved in extra-curricular activity will:

1. Display good sportsmanship.
2. Display a high standard of conduct.

3. Demonstrate respect for authorities/teachers, coaches, officials, and sponsors.
4. Display a spirit of cooperation.
5. Maintain a neat appearance when representing Northwestern School District.
6. Use appropriate language.
7. Abide by all school rules.

## COACHES

Coaches/Sponsors of Northwestern teams will:

1. Travel to and from all events with their players.
2. Supervise players before, during, and after practices and games.
3. Complete pre and post season inventories of all equipment and supplies.
4. Schedule all practices and games through the athletic office.
5. Excuse absences from practice or games due to player's religious obligations, medical appointments, funerals, or family emergencies.
6. Behave in an exemplary manner at all practices and games.
7. Complete any other duties as specified by the athletic director.

## SCHOOL FACILITIES/EQUIPMENT

All students are expected to maintain facilities and equipment in an orderly manner. Clean up after each use and leave the area looking as good as or better than it was found.

All equipment must be turned in before the athlete may begin practice for the next sport, receive report cards, or athletic awards. If equipment is not turned in, the athlete will be billed and/or law enforcement called.

## TRANSPORTATION

Students are required to ride to and from events with their coaches and teammates, *with the exception that* a student's parent or guardian may sign a student out at the event to ride home with the student's parent or guardian. Failure to abide by the requirements above is considered Defiance of Authority which is a 30 point violation.

For the Northwestern co-op practices and events, transportation will be provided when a driver is available.

## PRACTICE

Athletes are required to attend all practices during the season. If the student does miss, he/she must tell the coach before the practice missed. Medical appointments, religious obligations, funerals, or family emergencies are exceptions. Appointments for personal convenience (i.e. shopping, hair, work) **will not** be excused. The following sequence may be used when an unexcused absence from practice occurs:

- 1<sup>st</sup> Athlete is suspended for one quarter of the next game.
- 2<sup>nd</sup> Athlete is suspended from one game.
- 3<sup>rd</sup> Athlete is removed from the team.

## ELIGIBILITY

The following list is a guide as to what will be expected of student athletes and cheerleaders at all times:

1. In accordance with the IHSA/IESA policies, Northwestern will determine eligibility using a “no pass, no play” procedure. Participants are required to pass in all classes in order to be eligible for extra-curricular activities.
2. Grades will be checked on a weekly basis with the Athletic Director retrieving grades from the computer system on Thursday afternoon and the coach being notified on Friday of any player being academically ineligible. The grade used to determine eligibility would be the grade received if the semester ended on that day. Ineligible students will be held out of all contests from the following Monday through Sunday. Exception: Athletes cooping at Greenfield will follow Greenfield’s ineligibility timing. When athletes are ineligible because of grades, they are not allowed to dress for games or leave early to get ready for a game. It is the coach’s decision whether or not the athlete sits on the bench.
3. During the sports season any student who is academically ineligible will be allowed to practice but cannot participate in a competition.
4. If a student is ineligible or suspended from a game and he/she attends school that day, the student may be required to attend the game and sit with the team at the coach’s discretion. If a student is absent from school or the game due to illness or any other excusable reason that game will not count as the suspended contest.
5. If a student misses any part of the last four (4) periods of the school day because of illness or an unexcused absence, the student will not be allowed to participate in any team activity that day.
6. In order to participate in an interscholastic activity, students must complete the following prior to the first practice:
  - A. Have a current (less than one year old) record of a physical examination on file in the school office.
  - B. Have a current (present school year) signed student/parent insurance waiver form on file in the school office.
  - C. Have paid the activity fee per board approval.
  - D. Have a completed Photo form.

Failure to comply with any of the above criteria shall give the administrator, coach, or sponsor of said sport or activity the authority to release the participant for any number of games and/or extra-curricular activities.

## ATHLETIC PROGRAMS

Athletic programs, which may be offered at Northwestern Junior-Senior High School, are:

### Junior High Sports

Cheerleading  
Boys Basketball  
Volleyball

### High School Sports (With Greenfield)

Cheerleading  
Baseball  
Softball  
Football  
Girls/Boys Track  
Girls/Boys Basketball  
Volleyball



## **ATHLETIC EQUIPMENT USE**

Athletic equipment should not be worn in gym classes or elsewhere, other than in regular athletic contests or scheduled practices, unless directed by the Coach.

Athletes are responsible for all equipment and clothing issued to them or entrusted to them for their use. Damages or lost articles must be paid for a replacement cost.

## **GROOMING**

Athletes must wear their hair in a proper length that will not interfere with their safety and/or IHSA (IESA) regulations.

## **STUDENT/ATHLETE RULES OF CONDUCT**

All students/athletes must adhere to the rules and regulations of the *Extra-curricular Guidelines* that will be distributed and signed by parents and students prior to each season.

## **ATHLETIC PARTICIPATION FEE**

During the school year, all athletes must pay a participation fee. Co-op participation fees will be paid to the host school. The cost of the participation fee is \$35 for Jr. High Cheerleading, \$40 for Jr. High Basketball and \$40 for Jr. High Volleyball.

If the athletic participation fee cannot be paid and the student wishes to participate in a sport, he/she should contact the Athletic Director or Principal.

No athletic participation refunds will be given after the first official practice.

## **INSURANCE**

Students are covered against medical expenses for accidental injuries that occur while attending regular school sessions and participating in activities exclusively organized, sponsored and supervised by school employees, except for tackle football.

This coverage is provided as secondary insurance to parents and students in the local district. There will be no charge for the coverage as long as no additional expense is incurred for the plan by the district.

Certain exclusions and limitations will apply; even if a student/family already has insurance protection, the student accident coverage can help fill the gaps in the coverage left by deductibles or coinsurance payments. Applications for benefits are available in each school's office. The district assumes no responsibility for any accident or for the filing of claims. Claims must be filed immediately after an accident by the student/parent.

Co-op athletes must follow the Greenfield-Northwestern Athletic Co-op insurance guidelines.

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its

branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance form a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **EXTRA-CURRICULAR GUIDELINES**

- I. The major offense includes use or possession of alcoholic beverages, tobacco, drugs, narcotics, or hallucinating agents.

**OFFENSES & ACTIONS:**

**BOYS & GIRLS SPORTS**

FOOTBALL	VOLLEYBALL	TRACK
FB CHEERLEADING	BASKETBALL	
SOFTBALL	BB CHEERLEADING	
BASEBALL		

**ALCOHOL**

1 <sup>st</sup> Offense	2 Games	4 Games	2 Meets
2 <sup>nd</sup> Offense	6 Games	12 Games	6 Meets
3 <sup>rd</sup> Offense	(1) Calendar Year Suspension		

**ILLEGAL DRUGS**

1 <sup>st</sup> Offense	6 Games	12 Games	6 Meets
2 <sup>nd</sup> Offense	(1) Calendar Year Suspension		

**TOBACCO**

1 <sup>ST</sup> Offense	½ Game	1 Game	½ Meet
2 <sup>nd</sup> Offense	2 Games	4 Games	2 Meets
3 <sup>rd</sup> Offense	Rest of Season		

### **OTHER EXTRA-CURRICULAR ACTIVITIES**

In addition to the athletic programs listed above, the following extra-curricular activities will abide by the extra-curricular guidelines.

National Honor Society	Student Council	JH Service Club
HS FFA	FCCLA	JH FFA
Library Club	Drama Club	Science Club
Annual Staff	Spanish Club	Flags
Band Activities	Various Clubs	

**ALCOHOL**

1 <sup>st</sup> Offense	No participation in next 2 activities
2 <sup>nd</sup> Offense	No participation in next 4 activities

**ILLEGAL DRUGS**

- 1<sup>st</sup> Offense No participation in activities for 1 Semester
- 2<sup>nd</sup> Offense Suspension from Student Council from 1 year

**TOBACCO**

- 1<sup>ST</sup> Offense No participation in next activity
- 2<sup>nd</sup> Offense No participation in next 3 activities
- 3<sup>rd</sup> Offense Suspension from Student Council for 1 year

**ANY ALCOHOL, ILLEGAL DRUG, OR TOBACCO OFFENSE WILL RESULT IN ANY OFFICER LOSING HIS OR HER CURRENT POSITION.**

II. If the offense occurs in a season, the disciplinary action will be carried into the next season proportionately. This will be a season the athlete must compete. If the student athlete is out of season, she/he will have the option to substitute the following punishments. This does not apply to the in-season athlete. This applies to all activities, not only sports. **This is for the 1<sup>st</sup> offense only.**

**ALCOHOL**- 20 hour’s school service or 4 weeks extra-curricular suspension.

**ILLEGAL DRUGS**- 40 hour’s school service or 6 weeks extra-curricular suspension.

**TOBACCO**- 5 hour’s school service or 1 week extra-curricular suspension.

III. Before any suspension provided under these rules shall take effect, the student shall be verbally informed and advised by the head coach. Violations will not be accepted on hearsay.

IV. Rules and regulations may apply to association with a minor using or having in their possession any illegal substance as well as someone using it themselves.

V. any second offense during the out-of-season (within one year time frame), the student athlete may be punished during the next participating season.

VI. Students remain on probation for a period of 1 year after a disciplinary action. If he/she receives no major discipline in that year, they are released from probation and returned to original status.

VII. Each coach has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance, detentions, curfew, dress, general appearance, conduct, profanity, etc. These rules as well as the disciplinary action to be carried out will be set by the individual coach.

VIII. Athletic season dates are as follows:

High School

Volleyball	August to October (or end of State Tournament play)
Football	August to October (or end of Playoff participation)
Basketball	November to February (or end of State Tournament play)
Track	January to May (or end of State Meet participation)
Baseball	February to May (or end of State Tournament play)
Softball	February to May (or end of State Tournament play)

Jr. High School

Basketball	October to February (or end of State Tournament play)
Volleyball	November to March (or end of State Tournament play)
Summer Basketball	June
Football Passing League	July
Volleyball League	June and July

The above dates outline "In Season". Punishments not completed during the season may be finished out of season through service work or carried over to the following. This will be decided by the coach with input from the athlete.

IX. Some punishment may be substituted through professional counseling provided the coaches, parents, athletic director, and student agree.

**NOTE:** Coaches reserve to counsel athletes and consult with parents as situations arise of in or out-of-season dates.

## IHSA REGULATIONS

Students must abide by IHSA regulations at all times. The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

## IESA ELIGIBILITY RULES

Students must abide by IESA guidelines at all times.

## SPORTS AWARDS

These awards are given to every athlete when they participate for a full season of a sport:  
1<sup>st</sup> year- Junior High N

Athletes may receive up to three (3) pins per sport.

In order to receive any award, athletes must finish the season with the team. The only exception will be in the case of illness or injury.

## ELEMENTARY (PRE-K TO 6) INFORMATION

### ADMISSION TO NORTHWESTERN ELEMENTARY SCHOOL

A child must be five (5) years of age on or before September 1 of the school year to enter kindergarten. A child entering kindergarten must present a certified copy of a birth certificate within 30 days of enrollment.

**A student will not be allowed to attend class after the deadline without a birth certificate or other legal evidence of a birth date.**

There is no provision for mid-year registration. If a child reaches his/her fifth birthday after September 1, he/she will not be eligible to enroll until August of the following year. Should a child be enrolled in an adjoining school district in this age group with the intent to enroll the child in

Northwestern Elementary School when he/she becomes five, the child will not be enrolled in District No. 2 until the following year. This violates the intent of the law and school policy.

## NORTHWESTERN ELEMENTARY SCHOOL'S GENERAL RULES

### GENERAL RULES

1. Treat others as you wish to be treated.
2. Stay in assigned areas.
3. Be prepared for class.
4. Show respect for personnel by following directions the first time they are given.
5. Keep hands, feet, and objects to yourself.
6. No name-calling, obscenities, crude gestures, teasing, roughhousing, or fighting.
7. Respect school property and the property of others.
8. Caps, hats, head coverings, and sunglasses are to be removed when inside the school building.
9. No cheating or copying each other's schoolwork.
10. No CD players or other electronic devices are allowed unless prior approval is given.
11. Students must obey Junior/Senior High School rules when in the Elementary building.

### RECESS PROCEDURES

Students will have Physical Education every day with Mrs. Fones and a morning recess before lunch every day. Students will go outdoors as much as possible. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should **always dress for outside recess**. When a child is unable to go outside, a note stating the reason should be sent by the parent or guardian to the teacher. If a child is to remain inside for more than 3 days, **a note from your doctor will be required**.

The general rules for these periods are:

1. Show respect for school personnel by following directions the first time they are given.
2. Stay in assigned area.
3. Keep hands, feet, and objects to yourself.
4. Stop playing and line up quickly when the whistle is blown.
5. Use equipment properly.

### GENERAL OUTSIDE PLAYGROUND RULES

The outdoor playground and equipment are designed for the children to enjoy in a recreational and safe way. Students are to remain on the designated area of play during recess. When the fields are wet or muddy, they will become off-limits. The following rules are provided as a guide for a fun and safe playground:

1. Misuse or destruction of the playground equipment will not be tolerated.
2. Tackle football is not permitted.
3. Kicking, wrestling, pushing, tripping, and spitting will not be tolerated.
4. No skates or skateboards are allowed.
5. All misunderstandings are to be settled by the supervising teacher.

6. You must ask the adult on duty if you need to re-enter the building.
7. Do not bring toys to school recess.
8. If a student brings something to recess that they shouldn't, the aide shall take away the item and return it after recess.

### **INSIDE RECESS RULES**

Generally, the students will remain in their classrooms during indoor recess.

1. Show respect for the school personnel by following directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Do not run, tag, chase, push, or shove others.
4. Do not throw balls or other objects in the room
5. Keep noise to an acceptable indoor level.
6. You must have permission from the adult to leave the classroom.

### **LUNCH ROOM**

1. Aides are in charge and may give directions to students.
2. Use good manners at the tables and at recess.
3. Students should sit where directed.
4. Students should keep voices low. Do not yell or scream while in the cafeteria.
5. Keep your hands and feet to yourself. Do not touch the food or trays belonging to others.
6. No toys are allowed in the lunchroom.

### **TARDIES**

Students in grades K-6 will be considered tardy if they are not in their rooms by 8:10 A.M. If a student arrives after 8:10 A.M., he/she is required to get an admit slip from the office. Parents have the responsibility by state law to have children in school at the start of the day.

### **ELEMENTARY STUDENT DISCIPLINE GRADES K-6**

We want your child's educational experience to be a very positive one. In order for your child to get the most out of his/her school day, good classroom discipline must be maintained. Teachers will maintain their own set of classroom rules and teacher aides will maintain cafeteria and playground rules. However, in some instances it may become necessary for the principal, special education director or social worker to become involved in your child's discipline. At the time when the principal or someone other than your child's teacher needs to become part of the child's school discipline; the following steps will possibly be implemented. Extreme and repeated instances may result in immediate isolation, suspension or recommendation for expulsion to the board of education. Intervention can be implemented at any level if the teacher has already implemented prior steps.

**LEVEL I ACTIONS:** Violation of classroom rules set by the teacher; violation of playground rules set by the teacher or aide; profanity; cell phone or other prohibited electronic device; and non-violent bus situations.

**LEVEL I CONSEQUENCES:** Disciplinary Referral and possible telephone call; verbal warning/counseling; parent contract; loss of recess; noon detention; after school detention. After the third violation for the same offense, an after school detention will be given. After six violations for any reason, an after school

detention will be given, and if the student continues level I actions then he/she will go to level II consequences.

**LEVEL II ACTIONS:** Repeated Level I behaviors; bullying behaviors such as teasing, taunting, threatening or indirect bullying behaviors that would socially isolate another through intentional exclusion; sexual harassment; theft; property damage; gross vulgarity; defiance, disrespect or flagrant disobedience; use or possession of tobacco or smoking materials; physical violence or deliberately harming another person; possession of contraband items; unauthorized use of cell phones during the school day.

**LEVEL II CONSEQUENCES:** Disciplinary Referral; possible parent conference; possible loss of privileges or after school detention; possible in school isolation or suspension; possible referral to social worker or school psychologist for observation and possible educational/behavioral evaluation; removal from class pending parent conference.

**LEVEL III ACTIONS:** Selling or transferring drugs on school grounds; possessing or under the influence of alcohol, drugs, or drug look-alikes on school grounds; possession of a firearm or any item that may be used as a weapon; deliberately harming or threatening to harm school personnel; continued or extreme sexual harassment; gross disobedience or misconduct as defined by board policy which is defined in student handbook.

**LEVEL III CONSEQUENCES:**

1. If a student is found selling or transferring drugs on school grounds the student will be given an immediate 10 day suspension, law enforcement authorities will be called.
2. If a student is found using or possessing drugs or any other intoxicants on school grounds the result will be up to 10 days suspension; notifying authorities;
3. Possession of a firearm, explosive device or any other item that can be construed as a weapon will result in a 10 day suspension; confiscation of weapon; notification of authorities; and recommendation to the school board for expulsion. A student who is determined to have brought a firearm or other weapon to school; any school sponsored activity or event which bears a reasonable relationship to school, shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board of education on a case by case basis.
4. Striking, threatening or attempting to harm any employee of this school district will result in a 10 day suspension with recommendation for expulsion made to the school board. Law enforcement authorities will be called.
5. Any action which in the opinion of school authorities constitutes gross disobedience or misconduct as defined by board policy as defined in student handbook will result in out of school suspension for up to ten (10) days with a possible recommendation for expulsion to the board of education.

## **PROMOTION-RETENTION**

Elementary school students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria:

**Primary Grades 1-3:** Students shall be doing passing work/making progress in core subjects according to the following grade level requirements.

**First Grade:** It is critical that the student must pass/be making progress in reading. It is strongly recommended that the student be passing math as well.

**Second and Third Grade:** the student must pass/be making progress in Reading and Math.

**Grades 4-6:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained.

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **PRE-KINDERGARTEN PROGRAM**

Our Pre-K program is funded by a grant from the State of Illinois and is tuition free. The purpose of the grant is to seek and to provide opportunities to children, age 3 to 5 (non-kindergarten age), who have been screened and identified in need of early intervention. The criteria used for placement are as follows:

1. Developing in developmental areas (cognitive, speech and language, social emotional, fine motor, and gross motor) and,
2. Other at-risk factors including health-related or family issues may also influence eligibility into the program. The entire Pre-K staff will strive to provide opportunities for young children that will strengthen their potential in all developmental areas and enable them future success in school.

Our goal is to prepare young children with life-long learning skills for success in future schooling. This goal is accomplished through a developmentally appropriate program of “hands-on” experiences necessary for success within the school environment. The preschool year will mainly focus upon language and social development. The educational program will include:

- a. Reading and Writing readiness
- b. Language development
- c. Personal and Social development
- d. Fine and Gross Motor skills
- e. Auditory/Visual coordination
- f. Science appreciation
- g. Social Studies appreciation
- h. Music appreciation
- i. Health and Safety
- j. Field Trips

The curriculum will be based on learning centers with children’s project planning and choice making because young children learn best by doing. Play is the work of young children.

An important element in the success of our Pre-K program is the parental involvement component. Parent involvement is an invaluable part of a child’s education, because parents are their child’s first teachers. We want parents to be active participants in the education of their child. There



are monthly opportunities for parent participation. This includes home visits, classroom visits for interaction between parent and child, parenting classes, parent-teacher conferences, and family nights with educational components, parent information nights and field trips.

## **MEDICAL**

Any illness or injury should be reported to the office. An accident report will be filled out on the student's injury. If the injury or illness appears to warrant it, parents will be contacted for information and instruction. It is important that all pertinent information regarding home address, home phone numbers, parents' place of employment and employment phone numbers, as well as emergency contacts, be kept current in case emergencies arise.

Parents of students with special medical needs (e.g., hemophilia, diabetes, epilepsy, etc.) should inform the school nurse or building principal of such conditions so that appropriate action may be taken when and if necessary. **The student's physician should supply information pertaining to health conditions and/or physical restrictions.**

## **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

Parents/guardians shall present proof that the student received a health examination by a licensed physician and immunizations against, and screening for, preventable communicable diseases, as required by Illinois Department of Public Health, within one year prior to:

1. Entering Pre-Kindergarten, Kindergarten, sixth and ninth grades.
2. Entering school for the first time.
3. Transferring from a school out-of-state or out-of-country.

It is a school policy that all students participating in athletics must have an annual physical examination and be in compliance regarding immunization.

If a student does not comply with the requirements for physical examinations or immunizations by the first day of student attendance of the current school year the student will be excluded from school until proof of having received such or written proof of a scheduled appointment is presented to the district office. Transfer students will have 30 calendar days from their first day of enrollment to meet these requirements.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520).

## **EYE EXAMINATION**

Parents/guardians of students entering Kindergarten or school for the first time shall present proof before October 15 of the current school year that the student received a comprehensive eye examination by a qualified eye doctor such as an optometrist or ophthalmologist within one year prior to entry of school.

If proof is not submitted by October 15 the student's report card may be held until such proof is presented.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to an eye doctor.

## **DENTAL EXAMINATION**

All students in Kindergarten, Second and Sixth grades must present proof of having been examined by a licensed dentist before May 15 of that school year in accordance with rules adopted by the Illinois Department of Public Health.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to a dentist.

## **VISION AND HEARING SCREENINGS**

Vision and hearing screenings will be given to required students on an annual basis.

## **PARENTAL MEDICAID NOTIFICATION**

Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR part 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

## **CONTAGIOUS DISEASES**

Students suspected of having any contagious disease will not be permitted to remain at school unless authorized by a physician. In all cases, school officials shall be governed by the orders of local health officers of the State Board of Health offices.

## **HEAD LICE**

The school nurse will screen the students individually or by classrooms as indicated by the prevalence of head lice. When a student is identified with signs of head lice the following steps will be taken:

1. The parents or a responsible adult will be notified if signs of head lice are present and the student will be sent home. Written and verbal information will be provided to assist parents in the treatment of head lice. The student's hair must be treated and the nits removed.
2. Students will not be allowed to attend school if they have lice or nits.
3. The personnel in that school should screen siblings attending other schools.
4. Parents must make an appointment to have the student re-screened by the school nurse before returning to school. The parent or responsible adult must accompany the student for this screening. To schedule an appointment, call the school nurse at (217) 436-2442.

## **PRESCRIPTION/NON-PRESCRIPTION DRUGS AND THE ADMINISTRATION OF MEDICATION**

The purpose of administering medication to a student during school hours and related activities is to provide the most favorable condition of health conducive to his/her education curriculum.

If it is considered necessary for a student to take prescription or non-prescription medication at school, the following procedures (recommended by State Board of Education and Illinois Department of Public Health and American Academy of Pediatrics) must be carried out to provide a safe and healthy method of administration.

1. The parents or guardians must get a written request for prescription or non-prescription medications from the student's licensed prescriber to be presented at school before the medication can be administered to the student. This request must include the following information: student's name, licensed prescriber and signature, name of medication (dosage, route of administration, frequency and time of administration), date of prescription, date of order, discontinuation date, diagnosis requiring medication and other pertinent information, intended effect of medication, other medications the student is receiving, and the time interval for re-evaluation. This request will be kept in the school health files.
2. It is the responsibility of the parents or guardians to bring the licensed prescriber's request with written permission from parents or guardians, and medication to school.
3. All prescription medication must be brought in the original pharmacy container.
4. With a current doctor's orders, urgent non-prescription medications may be given to children who experience sudden, sub-acute illness such as headaches, toothaches, menstrual cramps, upset stomach, etc. Parents must provide all non-prescription medications and they must be brought to school in manufacturer's original container with the student's name attached to the container. Manufacturer recommended dosing schedules will be followed on all non-prescription medications unless written instructions are received from your licensed health care provider.
5. All medications will be stored in a secure area in the Junior/Senior High Office, Elementary Office, or Medical Office. Students may not carry and self-administer other common medications, such as acetaminophen, ibuprofen, cough drops, etc.
6. The person administering the medication must document each dose of medication. Documentation must include the following information: name of medication, time dosage, route, and signature of the person administering or supervising the student in self-

administration. If the medication is not administered as requested, the reason will be documented and signed.

7. At the end of the treatment regime, the parents or guardians will be responsible for removing any unused medication from the school office. If the medication has not been picked up by the end of the school year, the medication will be destroyed and documentation will be noted in the student health file.
8. All permission for long-term medication must be renewed annually. If there are any changes in medication, there must be written authorization from the licensed prescriber.
9. A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and /or medication, or the storage of any medication by school personnel". (Policy 7:270)

**The school district retains the discretion to reject requests for administration of medication.**

## **HOMEBOUND INSTRUCTION**

Homebound instruction is for those students who are unable to attend school due to physical or other medically related problems. Parents should notify the building principal of the need for their child to participate in homebound instruction. To qualify as a homebound student, the student must submit a physician's statement to be kept on file and complete an application for home services signed by the physician.

## **STUDENT TRANSFERS**

A student seeking admission to a district school must meet all residencies, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. A student must also present a completed "good standing" form from the school form which the student is transferring.

In accordance with Section 2-3, 12 (a) of the School Code, all public school districts are to provide this form to any student who is moving out of the school district to verify whether or not the student is "in good standing" and whether or not his/her medical records are up-to-date and complete as defined in Section 2-3 13 (a). "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to attend classes, as of the date of the form. No public school district is required to admit a student unless he or she can produce this form from the student's previous public Illinois School District enrollment.

## **STUDENT WITHDRAWAL**

Any student withdrawing from school to go to another school system is required to have a withdrawal record. The following information will be included:

- a. Good standing form
- b. Clearance list (texts and P.E. locks turned in)
- c. Estimated grades to date
- d. Administrative clearance (fees paid)

Please notify the school a few days in advance of the last day the student will be in attendance.

## **NO CHILD LEFT BEHIND**

No Child Left Behind (20 USC 6311 (h)(6) requires each school district that receives Title I funds to notify parents that, they may request, and the school district will provide, information regarding the professional qualifications of their student's teachers, including at a minimum:

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

## **SCHOOL VISITATION RIGHTS**

Illinois law requires that employers grant employees leave of up to a total of 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to their children if the conferences or classroom activities cannot be scheduled during nonworking hours. However, no leave may be taken by employees unless they have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to them except sick leave and disability leave. Before arranging attendance at conferences or activities, employees must provide their employers with a written request for at least 7 days in advance. In emergency situations, no more than 24 hours' notice is required. Employees must consult with their employers to schedule leave so as not to disrupt unduly the operations of their employers. Leave provided for visitation does not have to be paid leave.

For the purpose of this notice:

"Employee" means a person, except an independent contractor, who performs services for hire for an employer for:

1. At least 6 consecutive months immediately preceding a request for leave; and
2. An average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months

"Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or nonprofit organization.

## **SCHOOL FEES**

Under certain circumstances, waivers for some school fees may be granted. Contact the office for further information.

### **ILLINOIS SCHOOL STUDENT RECORDS ACT**

The Illinois School Student Records Act divides school student records into “student permanent records” and “student temporary records”.

“Student permanent records” contain the minimum personal information necessary for the education of students. Such information shall include a student’s name and address, birth date and place, gender, parents’ names and addresses, academic transcript including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, attendance records, accident reports and health record, record of release of permanent record information, scores received on all State Assessment tests administered at the high school level, and such other entries as the Illinois State Board of Education may require or authorize; and may include honors and awards received, and information concerning participation in school-sponsored activities or athletics.

“Student temporary records” contain all information within school student records not contained in student permanent records. Such information shall include a record of release of temporary record information, scores received on State Assessment tests administered at the elementary grade levels, information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or a sanction, information required under Section 8.6 of the Abused and Neglected Child Reporting Act, and may include a student’s family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations or anecdotal records, participation in extra-curricular activities, including any offices held in school-sponsored clubs or organizations, honors and awards received, special education files, and other information of clear relevance to the education of the student. Temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school.

### **RIGHT TO INSPECT AND COPY SCHOOL STUDENT RECORDS; LIMITATIONS; COST FOR COPYING**

A parent or any person specifically designated as representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent’s child. A student has the right to inspect and copy his or her school student permanent record.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. No school employee shall disclose to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner’s child or children are enrolled. A copy of the order of protection shall be maintained in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection.

The cost for copying school student records shall be the actual cost of providing a copy or copies, provided that such costs shall not exceed \$ .35 per page. No parent or student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

## **CONTROL OF ACCESS AND RELEASE OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No. 2 reserves the right to control the access to and release of school student records. The District has the right to request a copy of any information released. All rules and regulations developed by the Illinois State Board of Education in compliance with the Illinois School Student Records Act, the Family Educational Rights and Privacy Act and the Freedom of Information Act will be observed by Northwestern CUSD No. 2.

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 the Illinois School Student Records Act or its regulations.

School student records or information contained therein may, consistent with Illinois law, be released, transferred, disclosed or otherwise disseminated, without parental consent, to the following:

1. A parent, student or person specifically designated as a representative by a parent;
2. An employee or official of the District or Illinois State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. Official records custodians of another school in which the student has enrolled or intends to enroll, upon request of such official or student;
4. Any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
5. Any person pursuant to a court order;
6. Any person specifically required by State or Federal law;
7. Juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court;
8. Subject to regulations of the Illinois State Board of Education, in connection with an emergency, to appropriate persons if the information is necessary to protect the health or safety of the student or other persons;
9. Any person with the prior specified dated written consent of the parent designating the person to whom the records may be released;
10. A governmental agency, or social service agency contacted by a governmental agency, in furtherance of an investigation of a student's school attendance;
11. SHOCAP committee members who fall within the meaning of "state and local officials and authorities", as those terms are used within the meaning of the Family Educational Rights and Privacy Act, for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; and
12. The Department of Public Aid in furtherance of the requirements of the School Code or the School Breakfast and Lunch Program Act.

## **RIGHTS AND PROCEDURES FOR CHALLENGING SCHOOL STUDENT RECORDS**

Parents have the right to challenge the accuracy, relevance or propriety of any entry in the school student records of their child, exclusive of:

Academic grades of their child; and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring.

Parents also have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in the record.

Northwestern CUSD No. 2 shall abide by the procedures prescribed by the Illinois State Board of Education when a challenge is made. Parents who desire to challenge school student records of their child may request a hearing by submitting a written request to the District, which said request shall contain notice of the specific entry or entries challenged and the basis of the challenge. Challenge procedures shall include the following:

1. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated.
  - A. A hearing officer, who is not employed in the school in which the student is enrolled, shall be appointed by the school.
  - B. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
  - C. At the hearing each party shall have the following rights:
    1. The right to present evidence and to call witnesses;
    2. The right to cross-examine witnesses;
    3. The right to counsel;
    4. The right to a written statement of any decision and the reasons therefore; and
    5. The right to appeal an adverse decision to an administrative tribunal or official established or designated by the Illinois State Board of Education.
  - D. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
  - E. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parents and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
    1. To retain the challenged contents of the student record;
    2. To remove the challenged contents of the student record; or
    3. To change, clarify or add to the challenged contents of the student record.
  - F. Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures.
  - G. Upon receipt of such documents, the Regional Superintendent shall examine the documents and record to determine whether the District's proposed action in regard to the student's



- record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school with 20 school days of the receipt of the appeal documents.
- H. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located (see Section 7(c) of the Act).

#### Directory Information and Disclosure

Information that may be designated as directory information shall be limited to:

1. Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses;
2. Academic awards, degrees, and honors;
3. Information in relation to school-sponsored activities, organizations, and athletics;
4. Major field of study, and,
5. Period of attendance in the school.

"Directory Information" may be released to the general public, unless parent requests that any or all such information not be released on his/her child.

### **DESTRUCTION OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No.2 annually reviews all school student records. Student permanent records are retained for not less than 60 years. Student temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school. Parents of students and students who graduated or left this school prior to five years ago are hereby notified that if they wish a copy of their temporary records before they are deleted or destroyed, they must make that request to the records custodian, at Northwestern Elementary School, 436-2442, or Northwestern High School at 436-2011. The scheduled destruction date of temporary records is August 15 of each year. Questions regarding school student records and procedures should be directed to the school district superintendent.

### **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extra-curricular opportunities shall be available for all students without regard to, race, color, national origin, ancestry, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, on the basis of sex or disability, be discriminated against in the provision of programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extra-curricular programs and activities.

Any individual may file a sex-equity, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described below.

The Superintendent and Building Principal will use reasonable measures to inform staff members, students, and parents/guardians of students of this policy and grievance procedure.

## **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with disabilities Education Act, 20 U.S.C. 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, program;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 9300006; or
12. Provision of services to homeless students.

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

### **STEP 1-FILING A COMPLAINT**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed. Upon receiving a complaint, a Complaint Manager shall inform the Superintendent of the substance of the complaint, unless the complaint involves the Superintendent, in which case the Complaint Manager shall inform the President of the School Board of the substance of the complaint. District Complaint Manager: Patrick Bowman

## **STEP 2-INVESTIGATION**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except; (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Step 3. The Superintendent will keep the School Board informed of all complaints.

## **STEP 3-DECISION AND APPEAL**

Within 5 school days after receiving the District Complaint Manager's report, the Superintendent or School Board President shall mail his or her written decision to the Complainant and Complaint Manager via U.S. first class mail.

Within 5 days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's or School Board President's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the School Board's decision, the Superintendent or School Board President shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of the School Code and, thereafter, to the state Superintendent pursuant to Section 2-3.8 of the School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

## **TITLE IX**

The Northwestern Community School Board of Education has adopted a policy which meets the requirements set forth in Title IX of the Education Amendments of 1972, which states: "No person shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered in this school."

## **SPECIAL EDUCATION**

The Northwestern Community Unit School District No. 2 offers a free and appropriate education to all children. Any child between the ages 3-21 residing in the school district is eligible for special education services if he/she is determined eligible by a multi-disciplinary team.

The Northwestern Elementary School provides:

- a. An annual screening of all children between the ages of 2 and 5.
- b. Hearing and vision screening at regular intervals.

- c. Speech and language screening upon initial enrollment in school.
- d. An on-going annual screening by teachers and other professional personnel for possible referral of those children who exhibit problems that interfere with their educational progress and/or adjustment to their educational setting.

Referrals for preliminary evaluation may be made through the building principal, by school district personnel, the parent of a child, community service agency personnel having primary care and custody, other professional persons having knowledge of the child’s problems, the child or the State Board of Education when there is reason to believe that a child may require special education. Parents and other members of the community may review a copy of the Rules Governing Special Education at the Superintendent’s office.

### **EDUCATIONAL PROGRAMS**

- 1. All students have access to all courses without regard to sex.
- 2. Graduation requirements are identical for all students.
- 3. Cheerleaders may be either male or female.
- 4. Physical Education classes will be integrated by members of both sexes. Separation of students by sex will be made in the following activities:
  - a. When dealing with human sexuality.
  - b. During such activities as wrestling, boxing, football, basketball, and other bodily contact sports.
  - c. Vocal Music-separation of persons based on vocal range and quality.

### **ASBESTOS WARNING/PUBLIC NOTIFICATION**

The following public notification is being released for compliance with the regulation of the Federal AHERA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan are on file for review at the Superintendent’s office.

This notification is to inform building occupants of the potential hazard and locations of materials containing asbestos. 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 any materials containing asbestos. Materials containing asbestos have been found in the following buildings: Northwestern Community Unit Schools (N.W.C.U.S.D. #2). Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

### **SCHOOL SECURITY DRILLS**

School security drills are as follows:

- 1. Fire 3
- 2. Tornado and Severe Storm 1
- 3. Earthquake and Evacuation 1
- 4. Armed Intruder 1

Failure to cooperate during a security drill is considered defiance of authority which is a 30 point offense.

## SCHOOL SONG

On Northwestern, On Northwestern  
Make that scoreboard climb  
Pass the ball right down the floor (field)  
A basket (touchdown) sure this time  
Rah, Rah, Rah  
On Northwestern, On Northwestern  
Fight on for your fame  
Fight fellows fight and we will  
Win this game!

Mascot-Wildcat

School Colors-Green and Gold

## ARRIVAL AND DEPARTURE

The doors at Northwestern are opened at 7:45 A.M. Students are dismissed daily at 3:00 P.M. at the elementary and 3:06 P.M. at the Junior/Senior High School.

**If your child will not be riding the bus home in the evening he/she must have a note from parents or he/she will be sent home on the bus.**

Parents need to notify the school if anyone other than the parent(s) is to meet their child at school. When the parent or designee comes to meet a child, the person should first check in at the office. If a divorce decree stipulates no parental visitation at school, the district needs a copy to put in the student file.

## SCHOOL CANCELLATION

School cancellation could occur due to extreme weather or any other unforeseen circumstances. Anytime school is cancelled the automated telephone notification system, SchoolMessenger, will be utilized. A working telephone number should be on file in the central office. Cancellations will also be posted to the following:

### TV Stations:

Channel 2 St. Louis  
Channel 4 St. Louis  
Channel 5 St. Louis  
Channel 20 Springfield

### Radio Stations:

WSMI 1540 AM, 106.1 FM

**Please have alternative plans for your children in case of emergency dismissals.**

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**Northwestern Community Unit School District No. 2**  
**Student Handbook**  
2014-2015

## **FOREWARD**

This book is designed to give, in convenient form, important information about Northwestern Community Unit Schools. It is hoped that it may assist new students in adjusting themselves to the life of the school and that it may be a consistent reminder of the school's general procedures, ideals, and traditions. The goal of Northwestern is to create an environment where all students will be able to learn and participate in the many extra-curricular activities. Students are urged to read this book carefully and to keep it for reference throughout the year.

The superintendent, with input from the parent/teacher advisory committee, shall prepare disciplinary rules implementing the Northwestern School District's disciplinary policies. These disciplinary rules shall be presented annually to the Board of Education for review and approval. It takes all of us, including staff, students, parents, and community working together to accomplish this goal. Let's strive to make everyone proud to be a Wildcat.

We are required to have on file signatures of parents/guardians indicating they have received the student handbook. Handbooks will be distributed at the time of registration.

## **HANDBOOK DISCLAIMER**

This handbook is not intended to create a contractual relationship with the student, nor is it an exhaustive list of District policies; rather its summary of District policies intended to describe the school, its current practices, procedures, rules and regulation (code of conduct), etc. Membership or participation in a school-sanctioned activity is a privilege and not a property right. As such, the Board of Education and the administration reserve the right to make modifications and/or policy changes when needed. Students and parents will receive the changes in a timely manner. A complete list of District policies is available on the schools website [www.northwestern.k12.il.us](http://www.northwestern.k12.il.us).

## **VISION STATEMENT**

The vision of the Northwestern School District is to prepare all students to be academically, socio-emotionally, and technologically proficient in order to become productive members of society.

## **MISSION STATEMENT**

The mission of Northwestern Community Unit School District No. 2 is to provide students with the opportunity to grow academically, technologically, and socially to become productive citizens within the community. This includes a commitment of parents, teachers, administrators, and students to work toward the completion of this mission.

## **EDUCATIONAL PHILOSOPHY**

**Specifically, the educational program should make it possible for the student to:**

1. Attain, commensurate with cognitive abilities, optimum proficiency in reading, writing, listening, speaking, social studies, science, and math skills, both computational and problem solving.
2. Develop an understanding of self: personality, strengths, weaknesses, and general capabilities.
3. Develop an ethical sense of community, which will help the personal manifestation of tolerance, kindness and justice to all others.
4. Develop an appreciation for interpersonal relationships, both in the family and in the community.
5. Develop skills for effective participation in the democratic process.
6. Develop knowledge and understanding of the natural and physical environment.
7. Develop economic competence as a consumer.
8. Develop marketable skills and vocational competence.
9. Explore and develop an appreciation of the fine arts.
10. Develop wise use of leisure time.
11. Develop zeal for continuous learning and self-improvement.
12. Be exposed to the world of work.
13. Develop technologically literate students.

**Furthermore, every effort should be made in the educational program to:**

1. Make the best use of the physical plant that was provided by the taxpayers.
2. Secure the judgment of the Board of Education in the selection and approval of the best personnel.
3. Advise and inform the public from time to time of all school activities and to seek their advice.
4. Provide the highest type of moral, ethical and professional leadership.
5. Inform the employed personnel of any actions of the Board of Education pertinent to his/her particular interests.
6. Maintain priorities consistent with the educational goals and philosophy of the District.

And finally, realizing that the final success of the educational program is measured in terms of the accomplishments of the student, the educational program should:

Foster in the student self-discovery, self-awareness, and self-discipline, enabling him/her to realize his/her worth as a human being and to formulate a personal set of values and goals.

Develop a positive attitude toward and practice of those disciplines which will produce a healthy mind and body.

Develop awareness of present and past cultures and civilizations, acquainting the student with the variations in mankind's cultural patterns and with the evolution of his/her national and cultural heritage.

Stimulate intellectual curiosity, guiding the student to learn how to seek further knowledge by familiarizing him/her with the resources and challenges of the world around him/her.

Provide fundamental career concepts and skills, developing in the student a foundation for further career training.

Direct the student in becoming proficient in the art of verbal and nonverbal communication.

Encourage an appreciation of beauty and to assist the student in developing a capacity for aesthetic perception, creation and judgment.

Encourage the student to discover and build from his/her individual strengths and develop an awareness of the value of striving toward excellence and mastery of skills.

Help the student learn to deal effectively with other people, while encouraging him/her to develop sensitivity to the needs and values of others and a respect for individual and group differences.

Develop social and personal responsibility involving the student in decision-making process and problem-solving activities as he/she works toward constructive change.

Help the student recognize the basic laws that explain the behavior of the universe and to help him/her use these laws to predict natural phenomena and to determine their impact on his environment.

Help the student realize his/her relationship to his/her fellow man through learning about man and man's laws and how to live in harmony with them.

Develop an understanding of consumer education concepts and economic principles for the purpose of achieving within the framework of the student's own values, maximum utilization of, and satisfaction from, one's resources.

## **STUDENT RESPONSIBILITY**

Northwestern Schools have the responsibility to provide a quality education to all students who attend these schools. Students have the responsibility to understand and observe all rules and regulations, and to conduct themselves in a manner that will result in the development of productive citizens. These rules and regulations are not limited to school property but also include all reasonable involvement of school activities and events (field trips, bus stops, post prom activities and all extracurricular events).

## **COMMUNITY RESPONSIBILITY**

We welcome the community and encourage community participation. All visitors are required to report to the office upon entering any building on campus. Parents wishing to visit the schools are encouraged to call the office to set up an appointment. The presence of former students in the school is discouraged during school hours.

## **ADMINISTRATION**

Mr. Patrick Bowman, Superintendent/Elementary Principal.....	436-2210
<a href="mailto:pbowman@northwestern.k12.il.us">pbowman@northwestern.k12.il.us</a>	
Mrs. Heather Haley, Assistant Elementary Principal .....	436-2442
<a href="mailto:hhaley@northwestern.k12.il.us">hhaley@northwestern.k12.il.us</a>	
Mrs. Brandi Maxedon, Junior/Senior High Principal.....	436-2011
<a href="mailto:bmaxedon@northwestern.k12.il.us">bmaxedon@northwestern.k12.il.us</a>	
Elementary/Unit Office.....	436-2442
Junior/Senior High Office.....	436-2021

## LUNCH PROCEDURES & PRICES

1. This district received a grant for 2012-2015 which allows all students to eat free of charge.
2. Any additional milk will be charged to the student.
3. Students with money owed will be provided with a milk account balance periodically throughout the school year.
4. School food prices for 2014-2015 school year:
 

Adult Breakfast	\$2.00	Adult Lunch	\$2.50
Extra Milk for Anyone	\$0.45		

## EXPECTATIONS OF STUDENT BEHAVIOR IN THE CAFETERIA

<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
Use kind words & actions. Wait for your turn politely. Do not cut in line or save a space. Follow adult directions. Be silent when signal is given. Use quiet voices. Use appropriate language. Use good manners.	Clean up after yourself. Get all utensils, milk & condiments when 1 <sup>st</sup> going through the line. Bring your own change for vending machines. Do not ask others for money. The office cannot provide change.	Walk facing forward. Keep hands, feet & objects to self. Use all equipment & materials appropriately. Report accidents, injuries & hazards to nearest adult. Report bullying, harassment, or intimidation immediately. Sit appropriately at the table. Stay at the table until dismissed. Ask permission to leave your seat.

## FREE/REDUCED MEAL APPLICATIONS

Although meals are paid through the grant, it is still necessary for families to apply for free and reduced lunch and breakfast as this fulfills other district criteria. Applications for free and reduced meals are available at each district building location. Letters containing guidelines and applications for free or reduced lunches are available during registration and throughout the year in the school office. Parents requesting free or reduced lunches must complete and return the application to the school office. Verification of income may be requested.

## TRANSPORTATION

The District shall provide free transportation for any student in the District who resides one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available. The District shall provide free transportation for a student living less than one and one-half miles from school where walking to school or to a bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is unavailable. A student's parent or guardian may petition the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation will be provided for special education students if included in the student's individualized education program. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

## EXPECTATIONS OF STUDENTS RIDING THE BUS

*NOTE: Cameras may be utilized to monitor student behavior and bus safety.*

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Use kind words & actions. Follow adult directions. Be silent when signal is given. Use appropriate language. Conversations should be appropriate for all ages.	Be on time at the approved bus stop. Clean up your trash. Do not leave items on the bus. Do not consume food or drinks on the bus.	Cross the road when the bus is completely stopped. Cross in front of bus only. Use quiet voices. Stay in seat while the bus is in motion. Students should sit on bottoms and face the front. Do not throw items out of the window. Keep hands, feet & objects to self and inside the bus. Report accidents, injuries, & hazards to driver. Report bullying, harassment, or intimidation immediately. Use emergency exit when directed by driver. Be quiet at railroad crossings. Possession and/or use of tobacco, alcohol, or other drugs are prohibited.
<p><b>PROCEDURES:</b> The bus driver may verbally reprimand a student, make a written report, or make a written request to the administration that a student be disciplined or suspended from riding the bus. Only the administrator or School Board may suspend students from riding the bus.</p> <p><b>CONSEQUENCES:</b> Discipline will be handled in cooperation with the transportation director, administration, and the student’s parents or guardians. Penalties may include assigned seating, loss or suspension of bus riding privileges, detention, in-school suspension, out-of-school suspension, or expulsion.</p>		

## BICYCLES AND WALKING TO SCHOOL

Due to the location of the school, riding bicycles and walking to school is not encouraged. Permission from the Building Principal should be received prior to any student riding a bike to school.

## FIELD TRIPS

The school recognizes the value of student participation in field trips to increase learning. Field trips, which are going to exceed a 75-mile radius from Northwestern, will require Board approval unless it is an established yearly trip. Students need to be aware that the law considers all field trips the same as a classroom. Therefore, all school rules, regulations, and policies apply on these trips as if the student were actually in the school. Any parent planning to attend a field trip with their student must first participate in a background check through the district office at their own expense and must also attend at least 2 Parent Club meetings, be a classroom assistant, attend Open House/Parent-Teacher

Conferences, or contribute to the class in some manner approved by the teacher at least twice or a combination of the two. Remember, you represent not only yourself but also your school, family, and community. All classroom assignments should be completed in advance; students must have approval of all of their teachers to attend field trips. Students who do not join their group on a field trip are expected to attend school on the day of the trip. At the Jr./Sr. High School, if a student has a failing grade in any class and that class is to meet on the day of the field trip, the student cannot attend the trip. If a student has an unexcused absence the day before the field trip, he/she cannot attend the field trip. No siblings or non-district students may attend field trips.

### **GRADING SYSTEM-DISTRICT WIDE**

92-100.....	A
85-91.....	B
77-84.....	C
68-76.....	D
67-below.....	F

Kindergarten through 3rd grade will use a skills-based grading system.

### **HOMEWORK**

Homework is important to all students. Homework provides the necessary reinforcement for what is learned at school. Most teachers allow some time at school to start homework assignments, so if your child continually seems to have too much homework, please check with your child’s teacher. Homework is a required part of learning. Part of the student’s grade may be determined from homework grades. That is why, if a student is absent, it is very important that he/she get his/her work within the guidelines (i.e., number of days absent, plus one).

### **“D” AND “F” NOTICES**

The staff and administration feel that students and parents should be notified when a student’s performance begins to decline. The school will be sending notices home for those students doing work in the “D” or “F” range at the middle of each marking period. In addition the staff must make contact with the parents before any student will receive a failing grade. This notice may be a telephone call or written note at any time in the quarter.

### **ELEMENTARY CLASS SCHEDULE**

Grade	Recess	Lunch Schedule
K-3	11:30	11:50-12:10
4-6	11:45	12:05-12:25



## JUNIOR/SENIOR HIGH CLASS SCHEDULE

1 <sup>ST</sup> hour	8:12-9:00	
2 <sup>nd</sup> hour	9:03-9:51	
3 <sup>rd</sup> hour	9:54-10:42	
JH Study Hall	10:45-11:15	Lunch 11:15-11:45
4 <sup>th</sup> hour HS	10:45-11:33	
HS Study Hall	11:35-12:05	Lunch 12:05-12:35
5 <sup>th</sup> hour JH	11:48-12:35	
6 <sup>th</sup> hour	12:38-1:26	
7 <sup>th</sup> hour	1:29-2:16	
8 <sup>th</sup> hour	2:19-3:06	

## ATTENDANCE

Students are required to report promptly and to attend all classes. As per Illinois Statutes, for attendance record and report card purposes, a student must be present 300 minutes or more of classroom instruction to constitute a full day of attendance and 150 to 299 minutes for a half-day. Any student who attends school less than 150 minutes is considered absent for a full day. However, for grades K-1, a full day of attendance is equal to four clock hours (240 minutes), and a half-day (120-239 minutes). In grades 7-12 seven class period absences is equal to one full day of absence. Where there is an unexcused absence of a student in grades Kindergarten through 8, the District shall make a reasonable effort to contact the student's parent or guardian by telephone within two hours of these students' first class to notify them of the absence.

A direct relationship exists between academic achievement and regular attendance. There is no substitute for participation in class explanations and discussions; therefore, while assignments might be made up, some learning is lost in any absence. Habits of consistent and punctual attendance are habits that will serve Northwestern students well in their future work lives.

## EXCUSED ABSENCE

The following absences will be deemed excused:

1. Personal illness-5 days (3 days for students who enroll after first semester ends) throughout the year may be excused with a note from the parent/guardian on the day the student returns to school. However, 3 consecutive days or more of absence at any time requires a doctor's note. Doctor's notes do not take away from the 5 days. However, once the student has used the total 5 days, a doctor's excuse is required for each day missed. STUDENTS CANNOT ATTEND SCHOOL EVENTS ON THE DAYS OF ABSENCE. Students may participate in extra-curricular activities if they are present for the last ½ of a school day.
2. Funeral of a family member.
3. Family medical emergency.
4. Medical appointment-We ask parents to make appointments early or late so that students miss no more than ½ day for appointments.
5. Field trips or other school affiliated events. No absence will be reported on the student's record.
6. Observance of a religious holiday.
7. Juniors and Seniors will be allowed 2 college visit days. Juniors cannot carry the days over to their Senior year. These must be pre-arranged and approved by the principal or designee.

Students must have the form completed by the college admissions officer. No absence will be reported on the student's record. Parents are urged to arrange college visits during the summer prior to the child's senior year.

8. Students absent without a doctor's excuse or administrative approval may not attend after school activities. Failure to abide by this will result in an unexcused absence.
9. Others as deemed excused by the administration.

**NOTE: WRITTEN NOTES FROM PARENTS OR FROM THE DOCTOR MUST ACCOMPANY THE CHILD THE DAY HE/SHE RETURNS TO SCHOOL. NOTES BROUGHT AFTER THAT MAY NOT BE ACCEPTED.**

## UNEXCUSED ABSENCE

Students who are absent for other than the above noted reasons are considered unexcused. Student initiated "skip" days are prohibited and will be treated as an unexcused absence. Any student's participation in "skip" days may face disciplinary action. **An unexcused absence for any part of the day will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening.** An unexcused absence means that students cannot earn credit for work completed in class or assignments assigned on that day.

Students absent for 10 consecutive days without a legitimate excuse will be dropped from the roles. Students in grades K-8 can re-enroll at any time after a parent conference. Students with high absenteeism can be retained or fail to receive credit for a course.

## PARENTAL RESPONSIBILITY

Should a child in any grade need to be absent for any reason, parents/guardians are required to notify the school by phone by 9:15 a.m. Students cannot call in for themselves. While family vacations during school are discouraged, it is understood that this is sometimes unavoidable. Should a family vacation be planned during school time, please give ample notice to the school. Students with excessive absences may not be excused for family vacations.

## TRUANCY

A chronic or habitual truant is hereby defined as a Macoupin County student between the ages of 7-16 years of age who is absent without valid cause from attendance for 5% or more of the previous 180 regular attendance days in school. Section 26-10 of the School Codes states: *Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or fine of up to \$500. Any Macoupin County student violating or, Parent/Guardian of a Macoupin County student violating, the terms of Macoupin County's Ordinance, which shall be punished as a petty offense, shall be subject to the following fines, not to exceed the limitations set forth in 55 ILCW 5/5-1113 upon conviction:*

1. A fine of not less than \$25.00 for the first violation.
2. A fine of not less than \$50.00 for the second violation.
3. A fine of not less than \$100.00 for the third violation.

Each day, or portion thereof, upon which a violation occurs, shall constitute a separate violation, with each separate violation being subject to a separate penalty, as provided herein.

## TARDINESS

When students arrive late, they disrupt classes and forgo opportunities to learn. Furthermore, they unfairly interfere with other students' opportunities to learn. Promptness is essential to student success. A student in grades 7-12 will be considered tardy for class if not in the classroom before the last bell to start that period. Students are allowed to be tardy 6 times per year. This is not 6 times per class but a total of 6 for the entire year. After the 6<sup>th</sup> tardy, the following consequences will result:

1. 7<sup>th</sup> tardy-parents will be notified by mail and the student will receive a lunch detention.
2. 8<sup>th</sup> tardy-parents will be notified by mail and the student will receive two lunch detentions.
3. 9<sup>th</sup> tardy-parents will be notified by mail and the student will receive an after-school detention.
4. 10<sup>th</sup> tardy-parents will be notified by mail and the student will receive 2 after-school detentions.
5. 11<sup>th</sup> or 12<sup>th</sup> tardy-parents will be notified by mail the student will receive an in-school suspension.
6. 13 or 14<sup>th</sup> tardy-parents will be notified by mail and the student will receive two in-school suspensions per incident.
7. 15<sup>th</sup> tardy or each additional tardy beyond 15 will receive an out-of-school suspension.

## MAKE-UP WORK/INCOMPLETE GRADES

If a student is absent from class, it is his/her responsibility to make up the work missed, according to each individual teacher's directions. All students will be able to make up work missed during an excused absence. Students will be allowed one more day than the number of days missed to make up assignments. For example, if a student misses Monday, is present Tuesday, the assignment missed on Monday is due Wednesday. **However, students attending academic functions or preplanned absences including but not limited to; Spelling Bee, Olympiad, class field trips, family trips/vacation, etc. shall turn in work the next day of class following the function.** No incomplete grades will be given at the end of the school year except in emergency situations such as an accident, illness, or funeral. Students who have irregular attendance and/or whose absences are unexcused may face grade retention due to lack of basic skill development. In grades 7-12 multiple day absences should occur before a parent may request work from the teacher. Requests should be made twenty-four (24) hours in advance. It is recommended that students check with classmates for assignments.

## DELEGATION OF AUTHORITY

Each teacher and any other school personnel, when students are under his/her charge, is authorized to impose any disciplinary measures, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules of student discipline. Teachers, other certified employees, and other persons (whether certified or not) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other persons, or for the purpose of self-defense, or defense of property. The teachers may remove students from a classroom for disruptive behavior. The Superintendent or Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

## ENROLLMENT OF HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youths. Any homeless child shall be immediately admitted, even if the child or child's parent or guardian is unable to produce records normally required to establish residency.

## STUDENT CONDUCT

The following paragraphs summarize the policies of the Board of Education of Northwestern Community Unit School No. 2 concerning conduct.

Students who are good citizens maintain a cooperative attitude in school and conform to classroom situations. Those who do not are guilty of misconduct. They not only fail to make progress themselves, but also distract others who want to learn.

Parents and guardians of children in school are expected to cooperate with the school by promoting good citizenship in the home and teaching their children the importance of good behavior and proper attitude in the classroom. Parents and guardians are also expected to be involved with any disciplinary actions brought against their child by the school.

Any student who is guilty of misconduct will be subject to verbal reprimand, lunchtime detention, after school detention, in-school suspension, out-of-school suspension, restriction, removal or banishment from extracurricular activities (as either a spectator or a participant), loss of driving privileges, expulsion, and/or Board or court action as dictated under the mandates of the law. Any known violation should be reported immediately to the school authorities. Junior and Senior High Students must obey elementary rules when in the elementary building and elementary students must obey high school rules while in the high school building. **The policies of the Board of Education concerning misconduct are as follows:**

- 1. ATTENDANCE**-Students are required to report promptly and to attend all classes. A student may leave class only with a signed pass issued by the teacher. Excessive tardiness will result in disciplinary action. **Note:** Students initiated "skip" days are prohibited and will be treated as an unexcused absence. Any students participating in "skip" days may face disciplinary action. Any unexcused absence in the afternoon will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening; this includes students leaving school due to illness. *Junior and senior high students: 8 periods of absence is equal to one full day of absence.*
- 2. BULLYING/AGGRESSIVE BEHAVIOR**-Aggressive behaviors such as violence, physical contact or closeness, force, noise, coercion, threats, intimidation, fear, profane or abusive language, bullying, or other comparable conduct, including by communications made in writing or electronically, toward anyone or urging other students to engage in such conduct is prohibited. When school personnel have determined that a student has demonstrated any of these aggressive behaviors, the student may receive disciplinary points in accordance with the handbook point system. (Board Policy 7:190)
- 3. CHEATING/PLAGIARISM**- Cheating and/or plagiarizing schoolwork and materials are prohibited.
- 4. CLOSED CAMPUS**-Students must have permission to leave the main campus at any time. Any student leaving school property must sign out through the office or obtain an off-campus pass from an administrator. At the beginning of each day, students are to report only to their respective areas of the gym and be seated unless conducting business in the office or eating breakfast in the cafeteria.
- 5. COMPUTER USE**-Computers and other technology equipment shall be used only for authorized school assignments. Computer use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District

computers. General rules for behavior and communications apply when using electronic networks. A teacher or supervisor must approve usage not related to class assignments. Copyright laws and license agreements related to computer software shall be observed. The District's Internet Usage Agreement contains the appropriate uses, ethics, and protocol. All students must have on file an Internet Usage Agreement signed by parents and students.

**6. MOBILE ELECTRONIC DEVICES (MED)**-The use for personal business or entertainment purposes of cellular phones, smart phones, pagers, radios, tape or CD player/recorders including those equipped with headphones is prohibited during the school day, **unless privileged use has been given by the administration at designated times in the Junior/Senior High School.** These items will be confiscated. Nothing in this policy shall prohibit a member of the faculty or staff from using his/her own or a school owned radio and/or tape player/recorder for instructional purposes or for entertainment purposes when appropriate. However, possession of a radio, tape player, and/or electronic games will be permitted on field trips, travel to athletic/music events, or other school related activities only with the permission and approval of the teacher and/or supervisor.

- a. MED include but are not limited to items such as laptops, cell phones, and PDA's.
- b. Students may have MED in their possession. These devices should be set to silent or quiet mode during the school day.
- c. Use of MED during school hours is regulated by specified times and locations.
- d. MED may be used during times of instruction if it is during a teacher approved and a planned portion of the learning activity.
- e. Any use of MED is strictly prohibited in locker rooms, bathrooms, whether here or in at another facility where a school activity or athletic event is occurring.
- f. Students who are dressed and participating in physical education classes are not permitted to have a MED in their possession.
- g. The District is not responsible for the loss, theft, damage, or vandalism to student MED.
- h. Using a cell phone, video/audio recording device, personal digital assistance (PDA), or other mobile MED in any manner that disrupts the educational environment or violates the rights of others including using the device to take digital images anywhere in the building or on the grounds to cheat, or otherwise violate student conduct rules is strictly forbidden. Consequences will be issued in accordance with handbook rules and regulations.
- i. Violations of this policy will be given consequences.

**7. EXTRACURRICULAR ACTIVITIES**-All students are subject to and are expected to obey the policies, rules, and regulations found in this **Student Handbook** while attending or participating in school sponsored activities. All persons, students and non-students, who attend or participate in activities/events on campus, are required to obey the rules of behavior and conduct established by the Board of Education and any other officially recognized governing body, such as the Illinois High School Association. Student misbehavior at extracurricular events may result in banishment from that event, and future events. **Due to lack of building-wide supervision during an event such as a basketball game, and unless accompanied by an adult, young children and students must remain in the gym during play action. Excessive movement in and out of the gym may result in disciplinary consequences.**

**8. DEFIANCE OF AUTHORITY/INSUBORDINATION**-Defiance of authority is defined as any verbal or non-verbal refusal to comply with a reasonable request from school personnel. Defiance of Authority is a serious offense and will be dealt with accordingly. A student who willfully fails to report to a designated location when requested to do so by any school employee, shall be guilty of insubordination and shall be subject to the board's disciplinary penalties for misconduct.

**9. FALSE ALARM**-The willful making of a false alarm by outcry, mechanical alarm, or other device is prohibited.

**10. FIGHTING**-Fighting, threats, or use of profane or abusive language will not be tolerated. Students who make threats or who are involved in the use of profane or abusive language, as determined by school officials, shall be subject to the Board of Education's disciplinary penalties for misconduct. A student who is provoked or assaulted shall retreat from the situation and seek help from staff members immediately, if possible. A student who immediately retreats from a fight will not be deemed to have been involved in a fight. Provoking a fight or not dispersing from a fight when directed to do so or interfering with school personnel in their attempt to break up a fight may receive the same consequences as for fighting.

**11. FOOD AND DRINK**-All food and drink is to be consumed in the cafeteria **unless prior administration approval**. The soda and juice machines are off limits except during high school lunch and after school. Junior High students do not have access to vending machines. Breakfast is served at Elementary and the Junior/Senior High Schools.

**12. GAMBLING**-Any form of gambling or implied gambling will not be permitted on the campus of Northwestern.

**13. GROSS/CHRONIC DISOBEDIENCE**-Gross/chronic disobedience of school rules is defined as but not limited to violations of the drug/alcohol abuse policy, assault/battery of a staff member, weapons possession or use thereof, false fire alarm, bomb threat, or explosive devices.

**14. HALL CONDUCT**-Students should exercise common courtesy while in the hall areas. Students may not be in the hall areas, during class time, without signed authorization. High school students are not permitted to loiter in the Junior High section unless they are going to the library or class. Likewise, the Junior High students are not allowed to loiter in the high school section. This applies to gym use before the first bell and during selected assemblies.

**15. HALL PASSES**-Students are not to be in the halls during class periods without a hall pass. Teachers are to issue each student an individual written pass. Each pass is a privilege that a faculty member may or may not grant. Improper usage of hall passes will result in the offender being disallowed the privilege. Forgery or altering a pass in any way will result in strong consequences. Penalties will range from revocation of all privileges to suspensions.

**16. LOCKERS**-A locker is to be used to store books, book bags, supplies, and outdoor garments. Students are cautioned not to use lockers for money or other valuables. The school cannot assume responsibility for articles missing from lockers. Lockers should be locked. Beverage containers that have been opened will not be allowed to be kept in lockers. Each student will be held responsible for the condition of the locker assigned. If a locker/lock does not function properly, please contact the office. School authorities may inspect and search school property and equipment owned or controlled by the school, as well as personal effects left there by a student, without notice to or the consent of the student. **Students have no reasonable expectations of privacy in these places or in their personal effects left there.** School authorities may search a student and/or the student's personal effects in the student's possession when there is a reasonable ground for suspecting that a search will produce evidence the particular student has violated or is violating the law or the District's student conduct rule. If a search produces evidence that the student has violated or is violating the law or the District's policies of rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**17. LOITERING**-No loitering is permitted in the restrooms, hallways, and other designated areas at any time.

**18. NUISANCE ITEMS**-Due to the inherent dangers and potential disruption of items such as, but not limited to, roller blades, skateboards, squirt guns, yo-yos, laser pens, etc., are not permitted at school. Such items will be confiscated and returned at the discretion of the teacher and administration.

**19. OBSTRUCTION OF AN INVESTIGATION**-Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be

false, present a potential danger to student and staff safety. Violators will be subject to the Board of Education's penalties for misconduct.

**20. OFFICE PHONE USAGE**-Receiving messages at school- The phone in the office is a business phone. Any calls to parents because of sickness must be made in the office by the office staff. Please try to make appointments, bus plans, alternate car rides, etc. before your student leaves for school in the morning. **Messages are a disruption of class time and cannot be delivered except in the case of an emergency. In addition, student phone usage in the office will be limited. Daily calls for homework, band instruments, uniforms, extracurricular activities, etc. will be banned unless an unforeseen change occurs.**

**21. PRESENCE IN AN UNAUTHORIZED AREA**-some of the unauthorized areas to students are (but not limited to), teachers' lounge, faculty restrooms, etc., unless accompanied by a faculty member. After classes end for the day, students are not allowed in the building except for school related activities such as athletics, clubs, meetings, rehearsals, tutoring, and detentions.

**22. PROJECTILES**-The throwing of any snowball, stone, or other missile is prohibited.

**23. RESTROOMS**-Restrooms are available during the passing time, lunch period, and in *emergency* situations during class time.

**24. SEXTING**-Use of a cellular phone, video recording device, camera, or other electronic device for the purpose of creating, sending, sharing, viewing, receiving, possessing, or storing an indecent visual depiction of oneself or another person is prohibited.

**25. STUDENT LANGUAGE-STUDENT EXPRESSION**-The administration reserves the right to prohibit expression that may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions or actions that are considered obscene to minors, are libelous or slanderous, injures, harasses or invades the privacy of other people; or disrupts the orderly operation of the school.

**26. THEFT**-The pilfering, theft, or illegal possession of another's property, including school property, and/or the taking of money, books, or other property through the use of threats, force or coercion is prohibited.

**27. VANDALISM/CARE OF SCHOOL PROPERTY**-The willful destruction of school property or the property of another individual is prohibited. A student which disfigures, defaces or destroys school property will be required to repair the damage or provide full monetary restitution for the damage in addition to any other discipline that may be imposed per District policy. This includes the writing on desks/lockers and lost or damaged textbooks. Altering or disabling a security device is prohibited.

**28. WEAPONS**-Any student who is determined by school officials to possess, use, transfer, or control a weapon on any school grounds, in any school bus, at any school sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, except where such possession, use transfer, or control is necessary to a legitimate part of a bona fide school program or activity, may be expelled for a definite period of time not less than one (1) year and not more than two (2) years, except as provided below.

For the purpose of this rule, "weapon" shall include, but not be limited to:

- Any type of "firearm", as defined in 430 ILCS 65/1.1, whether loaded or unloaded. The School Code also prohibits firearms as defined by 18 USC & 921 (US Criminal Code) and 720 ILCS 5/24-1 (Illinois Criminal Code).
- Any type "ammunition", as defined in 430 ILCS 65/1.1.
- Any type of "explosive material", as defined in 225 ILCS 210/1003(b).
- Any type of knife-like weapon.

- Any type of Billy club, brass knuckles, metal stars, or metal pipes.
- Any object which substantially resembles any of the objects listed above.
- Any object that is actually used to cause bodily harm to another person, attempted to be used to cause bodily harm to another person, or used to threaten bodily harm to another person, such as pepper spray and mace.
- Any item determined by school officials to have possessed, used, transferred or controlled in violation of this rule will be retained by school officials, and turned over to either a parent or legal guardian of the student at the end of the year or to the police.

The minimum length of expulsion may, in the Board of Education’s discretion, be modified in an individual case. Factors taken into account in such a decision may include:

- The seriousness of the student’s conduct.
- The history or record of the student’s past conduct.
- The likelihood that the student’s conduct will affect the delivery of educational services to other students.
- The severity of the punishment.
- The interests of the student.

The possession and/or use of any kind of pocket knife are prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the office until the end of the year where it may be claimed by a parent or guardian. Any student who uses a pocket knife as a weapon to threaten or harm another person during the school day or at any school sponsored and/or related activities shall be subject to the Board of Education’s disciplinary penalties for misconduct.

## **SOCIAL NETWORK PASSWORDS**

The school may request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the school has reasonable cause to believe that the student’s social networking account contains evidence that the student has violated a school disciplinary rule or policy. (105 ILCS 110/3.10)

## **DESTRUCTION OF PROPERTY**

If a student loses, destroys, or damages school property of books, he/she will be expected to pay for the loss. The administration will place a fair amount on the damage and notify parents of the cost. This act can lead to disciplinary action in accordance with the point system.

## **DISPLAYS OF AFFECTION**

The Board of Education hereby finds and determines that excessive displays of affection may cause substantial disruption to the educational process. All excessive displays of affection, including kissing and fondling, are prohibited anywhere on the school campus or during any school-sponsored event.



## GENERAL DISCIPLINE

When a student commits an act of gross disobedience or misconduct as defined by the School Board, the student's right to an education may be temporarily withheld (105 ILCS 5/10-22.6). No governmental agency, such as a school, may deprive a student of rights without due process of law. A student is entitled to procedural due process and must be allowed to present a defense and explain the circumstances of the actions in question.

The basic difference in suspension and expulsion is as follows:

1. A suspension is not to exceed ten (10) school days. An expulsion is from eleven (11) school days to a maximum of two (2) school years.
2. The Board of Education, the Superintendent, a Principal, or an Assistant Principal may suspend a student; only the local Board of Education can expel a student.
3. A student may be **SUSPENDED** after an informal hearing; a student may be **EXPELLED** after a formal hearing.

## SUSPENSION

The following procedures apply to suspensions:

1. Prior to any suspension, a conference will be held during which the student will be given written or oral notice of the charges against him or her, as well as any evidence to support the charges. The student will have an opportunity to respond to the charges.
2. A pre-suspension conference is not required 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, a student may be suspended immediately, with notice and conference to follow as soon as in practicable.
3. Any suspensions shall be reported immediately to the student's parent or guardian by mailing a written notice. The District will also make reasonable efforts to notify the parent or guardian by phone prior to the beginning of the suspension. The parent or guardian shall be informed of the reason for the suspension, the length of suspension, and their right to a review of the suspension by the School Board.
4. Upon the request of the parent or guardian, a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At such a hearing, the student has the right to a lawyer at the student's own expense to question the person who made the decision to suspend to present evidence, to call witnesses, and to make a statement on his or her own behalf.
5. A record of the proceedings will be made and retained by the School District and provided to the student upon reasonable reimbursement of incurred expenses.
6. If the suspension decision is reversed, all references to it in the student's records will be removed, and the School will give the student assistance necessary to make up missed school work.

## TYPES OF SUSPENSIONS

- 1. Temporary removal from an individual class: If a student is disobedient or disruptive, the pupil may be removed from the class temporarily.** The student will be assigned to another setting during the class period (usually the office). The student reports to all other classes. The student receives homework assignments and may participate in make-up tests. No parent notification is required and no appeal is authorized. In certain situations, a student may be taken home if the continued presence of that student (in the opinion of the administration) will continue to be substantial disruption in the school.
- 2. In-school suspension (directed study): Most district students who are suspended will be assigned to a “directed study” area, as determined by the administration.** Parental notification and due process will be given. During the period of in-school suspension, they will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises, except during the school hours. The student is expected to complete all assignments missed due to the suspension, including tests on a daily basis as required by the teacher. Use of electronic devices will be prohibited. Work must be completed manually.
- 3. Out-of-School suspension: A student may be suspended for up to ten (10) school days for acts of gross misconduct and/or persistent disobedience.** Parental notification and due process are required. During the suspension the student will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises during the period of suspension. This includes weekend events, if applicable. Work is allowed to be made up for 68% of what is earned. The parent or guardian is responsible for obtaining the make-up work for the student. Teachers will bring assignments to the office daily. All work is to be turned in to the office immediately upon arrival when returning from the suspension. Anything not turned in to the office upon arrival will result in a zero grade.

## EXPULSION

The following procedures apply to expulsion.

1. The student and the student’s parents will be notified of the expulsion and requested to appear at a School Board meeting to discuss their child’s behavior. The request shall be made by registered or certified mail and shall state the charges for dismissal (i.e. specific acts of misconduct), and the date, time, place, and purpose of the School Board meeting. The expulsion will not take place until after the School Board meeting.
2. At the hearing by the School Board, the student has a right to a lawyer at the student’s own expense, to question the person who made the recommendation to expel, to present evidence, to call, question, and cross-examine witnesses, and to make a statement on his/her own behalf.
3. A record of the proceedings will be made and retained by the School District and provided to the student or representative upon request and on a reimbursable basis.

In the interest of helping students, the School District may assist in providing or locating alternative educational opportunities for the suspended or expelled student. These opportunities may include alternative school settings. The Illinois State Board of Education provides information and assistance to school districts and students interested in educational alternatives within a school or off campus.

## OTHER DISCIPLINE ALTERNATIVES

Other discipline measures which can be taken by teachers and/or appropriate administrative personnel include, but are not limited to the following: (1) verbal reprimand, (2) parent conferences, (3) time out, (4) detention (lunchtime or after school), (5) loss of driving privileges, (6) withdrawal of privileges (including banishment from extracurricular activities), (7) behavioral contract, (8) peer counseling, (9) referral to counselor, (10) referral to social worker, (11) special assignments, (12) referral to police liaison officer, (13) rearrangement of class schedules, (14) directed study (in-house suspension), (15) restitution, (16) seizure of contraband, and (17) mandatory counseling.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. District employees are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

## DETENTIONS

Junior/Senior High detentions will be served during lunchtime or after school. Lunchtime detentions may be served the day of the incident; however, the date of the detention and reason will still be mailed home. Any staff member is authorized to write a Disciplinary Referral (D.R.), which may result in disciplinary action. **Failure to serve properly may result in more serious consequences. For example, refusal to serve lunchtime or after school detentions may result in an in-or-out-of-school suspension. In case of illness, the detention will be served on the next school day.**

### The rules to follow for detention are:

1. Students may not bring food or drink to detention.
2. During lunchtime detention, students will be served 1 hot lunch with white milk. No condiments, salt/pepper, or seconds are provided in lunch detention.
3. Sit in the seat assigned by the detention supervisor.
4. Bring enough material to keep busy the entire time. Failure to do so may result in rescheduling with additional detentions or in work tasks being assigned, or more serious consequences such as after school detention, or an in-or-out-of-school suspension.
5. No communicating with other students in detention.
6. No laying head or propping feet onto any desk or chair.
7. Follow all directions from the supervising teacher.
8. Students may be required to complete a reflective writing for each incident before completing the detention.
9. Lunch may be served after all other students have gone through the line.
10. Elementary students will serve after school detentions from 3:15-3:45 p.m. on selected days. Junior/Senior High School will be served for one hour after school on the assigned day(s).
11. Use of electronic devices will be prohibited. Work must be completed manually.

***In addition to the detention rules, the monitor may impose additional criteria to be followed.***

## SUBSTANCE USE/ABUSE POLICY

### RULES OF CONDUCT

Possession and/or use of any drugs, alcohol, tobacco, tobacco products or other intoxicants, as well as the possession, use, delivery, control of alcohol, drugs, drug paraphernalia, look-alike drugs, drugs prescribed for another, or other intoxicants is prohibited in any school context. This could include, but not limited to, the school grounds, the regular school program; a school sponsored activity including activities, which occur away from Northwestern Junior/Senior High School. It also includes other context clearly related to school functions, such as activities, which occur adjacent to school property, or school sponsored activities. These activities can occur before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school sponsored activity. Any student found in violation of this policy will be suspended for up to ten (10) school days per incident and will be subject to additional disciplinary actions including possible expulsion from school and all school activities (athletic participation and attendance, dances, prom, trips, and other activities deemed by the administration for one calendar year).

### Definitions

- A. **Tobacco.** For purpose of this policy, tobacco will mean cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked. (including electronic cigarettes or e-cigarettes)(Source: P.A. 86-821; 86-1028).
- B. **School Purposes.** Includes, but is not limited to, all events or activities or other uses of school property that the school board or school officials authorize or permit on school property, including, without limitation, all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate. (Source: 105 ILSC 5/10-20.5b).
- C. **Drugs.** Unless the context requires otherwise, the word “drugs” includes substances containing alcohol and/or mind altering drugs and substances recognized as drugs in The Physicians’ Desk Reference, Official United States Pharmacopeia, Official Homeopathic Pharmacopeia of the United States, or Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word “drugs” also includes substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.
- D. **Drug Paraphernalia-Possession Of.** “Drug paraphernalia” means all equipment, products, and materials of any kind that are peculiar to, marketed for, used in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician. Examples shall include, but not be limited to cigarette papers, pipes, holders of smoking materials of all types, cigarette rolling machines, and other items designed primarily for smoking or ingestion of tobacco products or of substances made illegal under any statute or of substance whose sale, gift, barter, or exchange is made unlawful under the Tobacco Accessories and Smoking Herbs Control Act, 720 ILSC 685.
- E. **Possession.** Any student who has possession or control of any alcoholic beverage, marijuana, and controlled substance other than as prescribed by a physician for that

individual, any other intoxicating substance, any “look-alike” intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. The term “possession” as used herein is defined to include the use of the student’s person, clothing, supplies, or automobile as well as school lockers, desks, or other school property for the storage of illegal substances.

- F. **Delivery.** Any student, who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia will be subject to disciplinary action. Delivery means a person’s immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment of other consideration.
- G. **Look-Alike.** A “look-alike substance” is a substance, which by dosage unit, appearance including color, shape, size, container and/or packaging, markings, or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or an illegal/controlled substance.
- H. **Under the Influence of Drugs.** A student is under the influence of drugs if his behavior or character is modified in any degree as a result of the ingestion, inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed “drunk” or “drugged” to be under the influence of drugs.
- I. **Using Drugs.** A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any school context.

## **PROCEDURES FOR REVIEW OF ELECTRONIC RECORDINGS**

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Administrator, including the Building Principal, Transportation Director, bus driver, and coach or other supervisor. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

## **PROCEDURES FOR SEARCHES**

### **INTRODUCTION**

The Principal or Designee may properly conduct or authorize a search of a student at Northwestern Junior/Senior High School, on the property, or on the school bus when the purpose of that search is to maintain the safety and discipline of the student body or to promote the orderly functioning of the educational environment. Searches will only be conducted for evidence of violations of law or Northwestern Junior/Senior High School expectations.

1. **Reasonable Cause-**Any search of students will only be conducted when a staff member has reasonable suspicion that the search will produce evidence that the student has violated or is violating with the law or District rules of student conduct, based on one or more of the following:

- a. Reliable reports or information from credible sources made known to school staff. If the source is anonymous, the information must show that the informant has a relationship to the school or student so as to give it credibility.
- b. Suspicious or evasive behavior suggesting violation of a school policy or law, or concealment of contraband, weapons, or stolen property.
- c. Observation of a student engaging in prohibited conduct or suspected prohibited conduct.
- d. Verbal statement of the student that he or she has a weapon/contraband or intends to harm students or staff with a weapon.
- e. The return of a student after having run away from the building and suspicion that the student went to a location where a weapon or other prohibited item would be available.

The Northwestern Junior/Senior High staff may also take into account the student's disciplinary history in the development of reasonable suspicion.

2. **Justifying the Procedure-** The scope for the search conducted must be reasonable related to the objective sought and the evidence searched for. The search shall follow the step-by-step process outlined in the Northwestern Junior/Senior High School Procedure. In determining if the search is related to the objectives sought, Northwestern Staff will consider:
  - a. The nature and severity of the violation to determine the permissible amount of intrusion into the student's privacy rights.
  - b. The area to be searched so that it will be no more extensive than required to serve Northwestern legitimate objectives.
  - c. The time and place where the search is conducted so that it will be as close as possible to the time and place of the suspected violation.
  - d. The duration of the search so that it will be no longer than to serve the school's legitimate objectives.
3. **Locker and Desk Searches-** Searches of lockers, desks, storage spaces, and other property owned by Northwestern School District #2 may be conducted at any time, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these areas.
4. **Searches of students and their Personal Belongings-** A search of a student and his/her personal belongings, including vehicles, will be conducted with reasonable cause and according to the Northwestern outlined procedures.
5. **Surveillance-** Surveillance shall only be conducted in hallways, classrooms, school buses, and other areas open to the public view where the students are permitted.
6. **Random Sweeps-** Random sweeps will only occur in cases of emergency where special circumstances require immediate action to avoid danger to persons or property.
7. **Police Involvement-** Police involvement shall be sought whenever Northwestern Officials uncover evidence of a violation of state law or when officials deem such involvement necessary or helpful in maintaining school or bus safety. The standard for a search or seizure by police is probable cause.

## **SEXUAL HARASSMENT**

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of the student's academic status; or
2. Has the purpose of:

- a. Substantially interfering with a student’s educational environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile”, and offensive, “include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

### **DISTRICT NONDISCRIMINATION COORDINATORS**

Mr. Patrick Bowman, District Office  
 30953 Route 111  
 Palmyra, Illinois 62674  
 217-436-2442

Mrs. Brandi Maxedon, Jr./Sr. High  
 30889 Route 111  
 Palmyra, Illinois 62674  
 217-436-2011

### **TEEN DATING POLICY**

According to (105 ILCS 110/3.10) The Northwestern School Board policy has adopted a policy stating teen dating violence is unacceptable and prohibited and each student has the right to a safe learning environment.

### **DRIVING**

Students’ driving to school is a privilege and will be treated as such. By the fact that a parent permits his/her child to drive, the school will assume no responsibility for a student’s driving habits or motor vehicles. Students will be expected to abide by the following rules:

1. An authorization/registration form signed by the student and parent/guardian including a copy of current proof of vehicular insurance must be on file in the office before parking tags will be issued. This registration form must list **ALL** vehicles that the student might drive.
2. A vehicle tag is required for parking on campus and must be purchased yearly in the office. This tag must be clearly visible within the designated area.
3. Students will exercise extreme caution when operating a motor vehicle on school property. Speed limit- 10 miles per hour on school property.
4. Upon arrival at school, the vehicle is to be parked and locked, and must remain so until the end of the day. **Students must leave cars as soon as they park and not return until school is dismissed.**
5. Students will be assigned a numbered parking space.
6. Student parking is in the **main lot only**, not in the circle drive, the north end of the building, by the dumpster, or the tin shed.
7. Students **must** yield to buses.
8. Only students going north may use the north exit.
9. Violation of Student Handbook rules will result in point’s assessment and may result in the loss of driving privileges and/or revocation of parking privileges.

10. Refer to number four under Procedures for Searches (p.24). Violations of any of these rules can and will result in the loss of driving privileges or vehicle being towed at the owner's expense.

## EXTRA-CURRICULAR MISCONDUCT

While participating in extra-curricular activities (either as a participant or as a spectator), students will adhere to Northwestern Community Unit School District No. 2 Discipline Code as well as all federal, state and local laws. Student misconduct during extra-curricular activities may be handled similarly to misconduct taking place during school hours on district premises.

Appropriate disciplinary measures may be taken by the sponsor/teacher/coach as well as referrals to the administration for disciplinary action in the event of misconduct. This may cause the student to be removed from extra-curricular activities and/or positions of leadership (e.g., Student Council, FFA, etc.).

Students and parents are reminded that participation in activities is a privilege. Students must assume responsibility for their behavior during their participation and abide by any rules and codes as may be implemented. Student misconduct will result in points being assigned and may result in the student's temporary or permanent removal from extra-curricular activities.

At the conclusion of a game or extra-curricular activity, students are expected to depart the premises in a timely manner. Students who do not depart in a timely manner may be banned from future extra-curricular activities or events.

## STUDENT DRESS AND GROOMING

Students will be expected to abide by the following policies that are designed to create an environment conducive to learning.

All students in the Northwestern District, grades K-12, are expected to wear clothing in a neat, clean and well-fitting manner. Students are to use discretion in their dress and are not permitted to wear apparel that is distracting or obscene. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere or disrupt the educational environment or process.

- Dress and grooming shall not be contrary to curriculum goals and/or educational objectives or advertise, promote, or picture alcoholic beverages, illegal drugs, or illegal or violent behavior.
- Dress and grooming including accessories shall not display lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols.
- Bare shoulders, bare backs and bare midriffs are unacceptable. All attire is required to have a neckline, which does not show the chest or cleavage area.
- All tops/shirts must have sleeves. The following types of tops (but not limited to) are not permitted: halter tops, tube tops, tops with spaghetti straps, and tank tops which violate the conditions stated in the opening of this dress code.
- Severely ripped clothes and pajamas are inappropriate for school and are not allowed. No holes causing skin to be visible. No tights underneath of ripped clothes to cover skin.
- Clothing made of fishnet fabric is not permitted.
- Hemlines may not be any shorter than mid-thigh (finger-tip length). **No Soffe shorts.**
- Ragged hemlines or cut off hemlines that drag shall not be worn in the buildings.



- Properly fitting clothing is to be worn. Undersized, oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waist. Sagging is prohibited.
- Appropriate footwear must be worn at all times.
- Roller blade type shoes are prohibited.
- Coats, sunglasses, and head apparel (hats, bandanas, scarves, etc.) shall not be worn in the buildings during the school day. No book bags, bags, or purses shall be carried throughout the buildings during the school day. These items are to be locked in student lockers.
- Pierced jewelry other than earrings worn in the ear shall not be worn.
- Chains are prohibited.
- Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times.

**Students who violate this Dress Code will be required to immediately change into attire previously approved by administration. Failure to comply will result in designated consequences. They will not be excused during the time that it takes to be in compliance with the Dress Code. Interpretation will be the responsibility of the Building Administrator(s). These rules apply to all student activities and transportation under the direction of the school. The following point system reflects all student activities in the same manner.**

## **JUNIOR HIGH AND HIGH SCHOOL**

### **MISCONDUCT/POINT SYSTEM**

<i><b>Point</b></i>	<i><b>Discipline</b></i>
5	1 lunch detention
10	2 lunch detentions
15	1 after-school detention
20	2 after-school detentions
25	In-school suspension (1-3 days)/Bus Suspension
30	In-school suspension (1-3 days)/Bus Suspension
35	In-school suspension (1-3 days)/Bus Suspension
40	Saturday School (In-School Suspension 3-5 days)
45	Saturday School (In-School Suspension 3-5 days)
50	Saturday School (In-School Suspension 3-5 days)
55	Saturday School (In-School Suspension 3-5 days)
60	Out-of-school suspension (1-10 days)
65	Out-of-school suspension (1-10 days)
70	Out-of-school suspension (3-10 days)
75	Out-of-school suspension (3-10 days)
80	Out-of-school suspension (5-10 days)
85	Out-of-school suspension (5-10 days)
90	Out-of-school suspension (5-10 days)
95	Out-of-school suspension (5-10 days)
100	Out-of-school suspension with Disciplinary Probation
120	Out-of-school suspension with recommendation For alternative school placement or expulsion

**5 point violations**

Abuse of Hall Pass  
Cell Phone Violation  
Dress Code/Appearance  
Excessive Talking in Class (repeated incidents)  
Gambling  
In Parking-lot without permission  
Parking violation  
Leaving lunch area without permission  
Leaving school without permission/not signing out  
Not bringing materials to class (repeated incidents)  
Obscenity  
Projectiles  
Public Display of Affection  
Sleeping in Class (repeated incidents)

**10 point violation**

Class dismissal  
Disrespect toward staff  
Disruptive behavior/Mischief  
Forgery  
Graffiti/Minor vandalism  
Lunch room violation  
Lying to faculty/staff/administration  
Not returning to class after activity

**15 point violation**

Computer misuse  
Misconduct under substitute teacher  
Unsafe driving in parking lot  
Gang/satanic graffiti/symbols/signing  
Rough housing  
Cheating/plagiarism

**25 point violation**

Disruptive devices  
Truancy

**30 point violation**

Defiance of authority  
Fighting  
Possession/use of tobacco products  
Theft  
Theft/vandalism of less than \$150.00

**40 point violation**

**Gesture/Obscenity toward staff**

**Harassment of student**

**Intimidation of student**

**Bullying**

**60 point violation**

**Threat/intimidation/harassment toward staff**

**Theft/vandalism of \$150.00 or more**

**Zero Tolerance**

**Drug/Alcohol abuse, etc.**

**Assault/Battery of Staff member**

**Weapons possession/Use**

**False Fire Alarm**

**Bomb Threat**

**Explosive Devices**

**Gross Disobedience or misconduct**

## **MISCONDUCT POINT SYSTEM GUIDELINES**

**35 points-** Discipline Warning Letter will be sent home.

**55 points-** Required Parent Conference. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *55 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the *school counselor/social worker*. The purpose of this conference is to develop a plan so the student can be successful in school.

**75 points-** Required Parent Conference. If a senior, the student will be unable to go on the senior trip. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *75 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the school *administrator*. The purpose of this conference is to develop a plan so the student can be successful in school.

**100 points-** The student will be placed on School **Disciplinary Probation**.

1. A student that accumulates **100** misconduct points or violates the policies of the Board of Education concerning misconduct may be placed on **School Disciplinary Probation** by a school administrator.
2. A student placed on probation shall be required to abide by the school's rules on tardiness, attendance, behavior, and such other specific conditions of the probation as may be established.
3. If the student fails to abide by the conditions of his or her probation or reaches **120** misconduct points, he/she may be subject to Alternative School Placement or an Expulsion hearing before the Board of Education.
4. While a student is on **School Disciplinary Probation** he/she will have the opportunity to contract with his/her teachers and the administration to eliminate misconduct points.
5. While on **School Disciplinary Probation** the student will not be allowed to attend any after school extra-curricular activities home or away.

**120 points-** When a student accumulates **120** points under the misconduct points system, the student will be recommended for expulsion or alternative school placement. The length of the expulsion or the option of alternative school placement will be determined on a case-by-case basis.

**Points may be earned back through an approved behavior contract with both the teacher and administration.**

### **SATURDAY SCHOOL GUIDELINES**

Saturday School is intended to provide an alternative to the suspension of a student out of school. Students will receive a three hour (8:00 a.m.-11:00 a.m.)Saturday School assignment. The student will be expected to bring enough work to keep them busy during the time assigned. **If a student does not attend Saturday School, does not bring work for the time assigned, or is sent out for behavior, he/she will be suspended out of school for two days with no credit given except for major works.** This out of school suspension will be for the two days of school immediately following the Saturday School. The second time a student chooses not to attend an assigned Saturday School; he/she will be assigned three days out-of-school suspension and will no longer be assigned Saturday Schools for the remainder of the semester. Once a student has failed to successfully complete two assigned Saturday Schools during a semester, inappropriate behaviors that would normally result in Saturday School assignment will result in an out-of-school suspension. **STUDENTS WHO ARE ABSENT ON FRIDAY ARE STILL EXPECTED TO SERVE ANY ASSIGNED SATURDAY SCHOOL.**

The rules and procedures for Saturday School are as follows:

1. Students will be given two school days' notice before serving Saturday School so they can make necessary arrangements.
2. Students should report to the high school commons by 7:50 A.M. on the day assigned.
3. If a student is late, he/she will not be admitted.
4. Students will be seated by the supervisor.
5. Students will be given a short break at 10:00 A.M.
6. Food, drinks, electronic devices such as I-Pods and laptops are not permitted. Cell phones should be powered off.
7. Sleeping is not allowed.
8. The supervisor has the responsibility to maintain regular classroom discipline. A student may be sent out of Saturday School for violation of rules or procedures. If a student is sent out of Saturday School, he/she will serve a 2-day out-of-school suspension.
9. Saturday Schools are expected to be served even though a student might be assigned out-of-school suspension during the same time period.
10. Students attending Saturday School are expected to follow the School Dress Code and follow all other student handbook policies.
11. If school is cancelled on the Friday before Saturday School due to snow day etc., then Saturday School will be cancelled as well and will be rescheduled.

### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

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 District shall comply with the Individuals with Disabilities Education Improvement Act and the Illinois State Board of Education’s special education rules when disciplining special education students. No special education student will be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## GRADING SYSTEM-HIGH SCHOOL

In September of 1998, Northwestern High School changed to a weighted grading system. Under this system a student can receive extra grade point value for certain “honors” classes. These grade points are used to calculate class rank, grade point average and honor roll. They do not affect credit given in anyway.

Students wishing to enroll in honors classes must have at least a 3.0 cumulative grade point average.

Honors Class	Regular Class	Honors Class	
A 5.0	4.0	Biology II	U.S. History CP
B 4.0	3.0	Spanish II, III, IV	Psychology
C 3.0	2.0	Chemistry II	Advanced Math
D 2.0	1.0	Algebra II	Physics
F 0.0	0.0	English IV CP	Calculus

## CREDITS AND CLASSIFICATION

<b>Sophomore</b>	5 Credits	<b>Junior</b>	12 Credits	<b>Senior</b>	19 Credits
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## GRADUATION REQUIREMENTS

*Students must complete at least 7 semesters prior to graduation.*

English I	1 credit	Consumer Ed/HRM	.5 credit
English II	1 credit	Computer Application	1 credit
English III	1 credit	Driver’s Education	.5 credit
English IV	1 credit	Health	.5 credit
Three years of Math	3 credits	P.E. (3 years)	3 credits
U.S. History	1 credit	Electives	8 credits
Constitution Test	Pass	Freshman Seminar	1 credit
Additional Soc. St.	1 credit	Learning Strategies	1 credit
Biology I	1 credit	Band, Art, Foreign Language	
Physical Science	1 credit	or Vocational Education	1 credit

**Required total credits 26 credits**

## ADD/DROP CLASS

Students will be allowed to request in writing to drop or add a class up to the completion of the third day of the semester. All changes must have administrative approval. Students dropping a class after this period will receive a failing grade for the semester. The administration reserves the right to make exceptions to the policy on a case-by-case basis.

## SEMESTER AND FINAL EXAMS

All Northwestern Junior High students are required to take both first and second semester exams in each of their classes. High School requirements are as follows:

1. All students, **including Seniors**, must take first semester exams.
2. Seniors who's PSAE test scores Meet or Exceed the Illinois Learning Standards for a particular subject area may elect to be excused from that subject's first semester final.
3. Any senior participating in early graduation may be required to take semester exams.
4. Students with an "A" average\* in a class and no more than 3 days excused absences **for the entire year**, or "B" average\* and no more than 2 days excused absences **for the entire year** may elect to be excused from taking the second semester exam. Students starting a new class 2<sup>nd</sup> semester must have an "A" average\* and no more than 2 days excused absences or a "B" average\* and no more than 1 day excused absences to be exempt from the final exam. Any student with 1 or more unexcused absences will be required to take the final exams. \*the average will be calculated using 50% 1<sup>st</sup> Semester (Q1, Q2, and Semester Exam) and 50% 2<sup>nd</sup> Semester (Q3, Q4).
5. Any student not required to take an exam may elect to take the exam to raise their score. If the exam does not raise their score, the student may choose to disregard the exam score.

*The campus will continue to be closed during the exam periods as it is during the year. This means that students will not be allowed to leave the building without prior administrative approval. Exams are scheduled on a two-period basis for each class with each day having four exam periods possible. Semester and final exams count for 15% of the grade for all Northwestern Junior and Senior High School students.*

## JUNIOR HIGH PROMOTION-RETENTION

Junior High School students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria: **Grades 7-8:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained. Final course grades are determined by averaging the 2 final semester grades (sum of final grades for S1 + S2 divided by 2).

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **DANCES**

The student body at Northwestern has the opportunity to attend several dances during the year. The dress code for most dances will be casual with the exceptions of Homecoming (semi-formal) and Prom (formal). Northwestern students must register any out-of-school date with the office prior to the dance. In addition, all dances are grade level specific; meaning if it is a high school dance, no junior high students will be allowed to attend. The Board has also approved the use of a breath analyzer at all dances. The procedure for this is as follows:

1. All Northwestern students and their guest entering the dance area will submit to testing. Students should arrive in a timely manner; the breath analyzer is available for only one (1) hour after the doors open.
2. Any non-Northwestern person attending the dance as a date, regardless of age, will submit to testing. Refusal will result in denial of entrance to the dance.
3. Students not passing the test will be detained for parent pick-up and face school and/or legal discipline measures.

Other Regulations:

4. No one can leave the building and expect to return to the dance.
5. Students who are absent from school on the day of the dance, (or the last school day before the dance) for any reason (illness, suspension, expulsion, etc.) are not permitted to attend unless they have received prior permission from the administration.
6. Students who misbehave during the school year (as determined by the administration) may be banned from extra-curricular events and activities, including dances.
7. The sponsoring club or organization must clean up after the dance and put tables and chairs back in proper order before the time of the next scheduled class in the gym.
8. All dances must be placed on the school calendar and approved by the principal.
9. All school dances are considered to be an extra-curricular activity. Students must obey the discipline rules as listed in other parts of the student handbook.
10. The administration must OK all outside guests to student only dances.
11. Refer to number six (6) under Student conduct (p.16).
12. Dance guests 21 years and older need proof of a background check at the individual's own expense and it must be submitted to the High School Office one (1) week prior to the dance.

## **EDUCATION TO CAREERS (SCHOOL TO WORK)**

Some seniors (also juniors with prior administrative approval) may participate in our school-to-work program. Prior approval of the program director and documented employment are required. The school-to-work program is for 7<sup>th</sup> and 8<sup>th</sup> periods only.

## SENIOR TRIP

The year-end senior trip is a privilege, not a property right. Students who choose to display misbehavior during the school year are in jeopardy of losing the privilege of participating in the trip. Seniors who do not attend the senior trip are expected to attend school during the senior trip. A senior who is not achieving a 77% semester average and a 77% quarter average at the mid-term of the 4<sup>th</sup> quarter in a class which is required for graduation will not be allowed to participate in the senior trip. A senior with graduation in jeopardy or who has reached 75 points or more level on the discipline system, will not be allowed to participate in the senior trip. **Students who move into the district in the 2<sup>nd</sup> semester of their senior year may be subject to an increased fee to attend the senior trip. In addition, any senior with more than three (3) days of unexcused absences (8 periods of unexcused absences equal one full day of absence) or more than 6 tardies will NOT be eligible for the senior trip regardless if a deposit has been made. Trip deposits will not be refunded.**

## COMMENCEMENT DRESS CODE

Shorts, “flip-flops” and other attire deemed inappropriate by the administration will result in exclusion from commencement ceremonies.

## EXCLUSION FROM COMMENCEMENT

A student may be excluded from commencement for any or all of the following reasons:

1. Failure to abide by the commencement dress code.
2. Any inappropriate displays/behavior during the last week of school.

## ATHLETIC & EXTRA-CURRICULAR

When a student becomes a member of a team, club, and/or organization, it is both an **honor** and a **privilege**, and carries the responsibility of a leadership role. The student becomes very visible as a representative of the Northwestern School District and must represent him/herself in an exemplary manner. The student is therefore responsible for the following rules listed under the extra-curricular guidelines:

## EXTRA-CURRICULAR EXPECTATIONS AND PHILOSOPHY

The purposes of extra-curricular programs are to provide students with the opportunity to experience wholesome activities on an interscholastic level. From their participation, students should gain a sense of commitment, dedication, and demonstrate high standards of morality, attitude, and conduct. Extra-curricular activities are sponsored to help increase the overall educational experience of students in the Northwestern schools. Participation in extra-curricular events is considered a privilege.

## STUDENT RESPONSIBILITIES

Students involved in extra-curricular activities, whether as participants or spectators, are representing themselves, their family, their school, and the community when attending an extra-curricular event. They are expected to maintain a high standard of responsibility at these activities.

Students involved in extra-curricular activity will:

1. Display good sportsmanship.
2. Display a high standard of conduct.



3. Demonstrate respect for authorities/teachers, coaches, officials, and sponsors.
4. Display a spirit of cooperation.
5. Maintain a neat appearance when representing Northwestern School District.
6. Use appropriate language.
7. Abide by all school rules.

## COACHES

Coaches/Sponsors of Northwestern teams will:

1. Travel to and from all events with their players.
2. Supervise players before, during, and after practices and games.
3. Complete pre and post season inventories of all equipment and supplies.
4. Schedule all practices and games through the athletic office.
5. Excuse absences from practice or games due to player's religious obligations, medical appointments, funerals, or family emergencies.
6. Behave in an exemplary manner at all practices and games.
7. Complete any other duties as specified by the athletic director.

## SCHOOL FACILITIES/EQUIPMENT

All students are expected to maintain facilities and equipment in an orderly manner. Clean up after each use and leave the area looking as good as or better than it was found.

All equipment must be turned in before the athlete may begin practice for the next sport, receive report cards, or athletic awards. If equipment is not turned in, the athlete will be billed and/or law enforcement called.

## TRANSPORTATION

Students are required to ride to and from events with their coaches and teammates, *with the exception that* a student's parent or guardian may sign a student out at the event to ride home with the student's parent or guardian. Failure to abide by the requirements above is considered Defiance of Authority which is a 30 point violation.

For the Northwestern co-op practices and events, transportation will be provided when a driver is available.

## PRACTICE

Athletes are required to attend all practices during the season. If the student does miss, he/she must tell the coach before the practice missed. Medical appointments, religious obligations, funerals, or family emergencies are exceptions. Appointments for personal convenience (i.e. shopping, hair, work) **will not** be excused. The following sequence may be used when an unexcused absence from practice occurs:

- 1<sup>st</sup> Athlete is suspended for one quarter of the next game.
- 2<sup>nd</sup> Athlete is suspended from one game.
- 3<sup>rd</sup> Athlete is removed from the team.

## ELIGIBILITY

The following list is a guide as to what will be expected of student athletes and cheerleaders at all times:

1. In accordance with the IHSA/IESA policies, Northwestern will determine eligibility using a “no pass, no play” procedure. Participants are required to pass in all classes in order to be eligible for extra-curricular activities.
2. Grades will be checked on a weekly basis with the Athletic Director retrieving grades from the computer system on Thursday afternoon and the coach being notified on Friday of any player being academically ineligible. The grade used to determine eligibility would be the grade received if the semester ended on that day. Ineligible students will be held out of all contests from the following Monday through Sunday. Exception: Athletes cooping at Greenfield will follow Greenfield’s ineligibility timing. When athletes are ineligible because of grades, they are not allowed to dress for games or leave early to get ready for a game. It is the coach’s decision whether or not the athlete sits on the bench.
3. During the sports season any student who is academically ineligible will be allowed to practice but cannot participate in a competition.
4. If a student is ineligible or suspended from a game and he/she attends school that day, the student may be required to attend the game and sit with the team at the coach’s discretion. If a student is absent from school or the game due to illness or any other excusable reason that game will not count as the suspended contest.
5. If a student misses any part of the last four (4) periods of the school day because of illness or an unexcused absence, the student will not be allowed to participate in any team activity that day.
6. In order to participate in an interscholastic activity, students must complete the following prior to the first practice:
  - A. Have a current (less than one year old) record of a physical examination on file in the school office.
  - B. Have a current (present school year) signed student/parent insurance waiver form on file in the school office.
  - C. Have paid the activity fee per board approval.
  - D. Have a completed Photo form.

Failure to comply with any of the above criteria shall give the administrator, coach, or sponsor of said sport or activity the authority to release the participant for any number of games and/or extra-curricular activities.

## ATHLETIC PROGRAMS

Athletic programs, which may be offered at Northwestern Junior-Senior High School, are:

### Junior High Sports

Cheerleading  
Boys Basketball  
Volleyball

### High School Sports (With Greenfield)

Cheerleading  
Baseball  
Softball  
Football  
Girls/Boys Track  
Girls/Boys Basketball  
Volleyball

## **ATHLETIC EQUIPMENT USE**

Athletic equipment should not be worn in gym classes or elsewhere, other than in regular athletic contests or scheduled practices, unless directed by the Coach.

Athletes are responsible for all equipment and clothing issued to them or entrusted to them for their use. Damages or lost articles must be paid for a replacement cost.

## **GROOMING**

Athletes must wear their hair in a proper length that will not interfere with their safety and/or IHSA (IESA) regulations.

## **STUDENT/ATHLETE RULES OF CONDUCT**

All students/athletes must adhere to the rules and regulations of the *Extra-curricular Guidelines* that will be distributed and signed by parents and students prior to each season.

## **ATHLETIC PARTICIPATION FEE**

During the school year, all athletes must pay a participation fee. Co-op participation fees will be paid to the host school. The cost of the participation fee is \$35 for Jr. High Cheerleading, \$40 for Jr. High Basketball and \$40 for Jr. High Volleyball.

If the athletic participation fee cannot be paid and the student wishes to participate in a sport, he/she should contact the Athletic Director or Principal.

No athletic participation refunds will be given after the first official practice.

## **INSURANCE**

Students are covered against medical expenses for accidental injuries that occur while attending regular school sessions and participating in activities exclusively organized, sponsored and supervised by school employees, except for tackle football.

This coverage is provided as secondary insurance to parents and students in the local district. There will be no charge for the coverage as long as no additional expense is incurred for the plan by the district.

Certain exclusions and limitations will apply; even if a student/family already has insurance protection, the student accident coverage can help fill the gaps in the coverage left by deductibles or coinsurance payments. Applications for benefits are available in each school's office. The district assumes no responsibility for any accident or for the filing of claims. Claims must be filed immediately after an accident by the student/parent.

Co-op athletes must follow the Greenfield-Northwestern Athletic Co-op insurance guidelines.

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its

branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance form a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **EXTRA-CURRICULAR GUIDELINES**

- I. The major offense includes use or possession of alcoholic beverages, tobacco, drugs, narcotics, or hallucinating agents.

**OFFENSES & ACTIONS:**

**BOYS & GIRLS SPORTS**

FOOTBALL	VOLLEYBALL	TRACK
FB CHEERLEADING	BASKETBALL	
SOFTBALL	BB CHEERLEADING	
BASEBALL		

**ALCOHOL**

1 <sup>st</sup> Offense	2 Games	4 Games	2 Meets
2 <sup>nd</sup> Offense	6 Games	12 Games	6 Meets
3 <sup>rd</sup> Offense	(1) Calendar Year Suspension		

**ILLEGAL DRUGS**

1 <sup>st</sup> Offense	6 Games	12 Games	6 Meets
2 <sup>nd</sup> Offense	(1) Calendar Year Suspension		

**TOBACCO**

1 <sup>ST</sup> Offense	½ Game	1 Game	½ Meet
2 <sup>nd</sup> Offense	2 Games	4 Games	2 Meets
3 <sup>rd</sup> Offense	Rest of Season		

### **OTHER EXTRA-CURRICULAR ACTIVITIES**

In addition to the athletic programs listed above, the following extra-curricular activities will abide by the extra-curricular guidelines.

National Honor Society	Student Council	JH Service Club
HS FFA	FCCLA	JH FFA
Library Club	Drama Club	Science Club
Annual Staff	Spanish Club	Flags
Band Activities	Various Clubs	

**ALCOHOL**

1 <sup>st</sup> Offense	No participation in next 2 activities
2 <sup>nd</sup> Offense	No participation in next 4 activities

**ILLEGAL DRUGS**

- 1<sup>st</sup> Offense No participation in activities for 1 Semester
- 2<sup>nd</sup> Offense Suspension from Student Council from 1 year

**TOBACCO**

- 1<sup>ST</sup> Offense No participation in next activity
- 2<sup>nd</sup> Offense No participation in next 3 activities
- 3<sup>rd</sup> Offense Suspension from Student Council for 1 year

**ANY ALCOHOL, ILLEGAL DRUG, OR TOBACCO OFFENSE WILL RESULT IN ANY OFFICER LOSING HIS OR HER CURRENT POSITION.**

II. If the offense occurs in a season, the disciplinary action will be carried into the next season proportionately. This will be a season the athlete must compete. If the student athlete is out of season, she/he will have the option to substitute the following punishments. This does not apply to the in-season athlete. This applies to all activities, not only sports. **This is for the 1<sup>st</sup> offense only.**

**ALCOHOL**- 20 hour’s school service or 4 weeks extra-curricular suspension.

**ILLEGAL DRUGS**- 40 hour’s school service or 6 weeks extra-curricular suspension.

**TOBACCO**- 5 hour’s school service or 1 week extra-curricular suspension.

III. Before any suspension provided under these rules shall take effect, the student shall be verbally informed and advised by the head coach. Violations will not be accepted on hearsay.

IV. Rules and regulations may apply to association with a minor using or having in their possession any illegal substance as well as someone using it themselves.

V. any second offense during the out-of-season (within one year time frame), the student athlete may be punished during the next participating season.

VI. Students remain on probation for a period of 1 year after a disciplinary action. If he/she receives no major discipline in that year, they are released from probation and returned to original status.

VII. Each coach has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance, detentions, curfew, dress, general appearance, conduct, profanity, etc. These rules as well as the disciplinary action to be carried out will be set by the individual coach.

VIII. Athletic season dates are as follows:

High School

Volleyball	August to October (or end of State Tournament play)
Football	August to October (or end of Playoff participation)
Basketball	November to February (or end of State Tournament play)
Track	January to May (or end of State Meet participation)
Baseball	February to May (or end of State Tournament play)
Softball	February to May (or end of State Tournament play)

Jr. High School

Basketball	October to February (or end of State Tournament play)
Volleyball	November to March (or end of State Tournament play)
Summer Basketball	June
Football Passing League	July
Volleyball League	June and July

The above dates outline “In Season”. Punishments not completed during the season may be finished out of season through service work or carried over to the following. This will be decided by the coach with input from the athlete.

IX. Some punishment may be substituted through professional counseling provided the coaches, parents, athletic director, and student agree.

**NOTE:** Coaches reserve to counsel athletes and consult with parents as situations arise of in or out-of-season dates.

## IHSA REGULATIONS

Students must abide by IHSA regulations at all times. The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

## IESA ELIGIBILITY RULES

Students must abide by IESA guidelines at all times.

## SPORTS AWARDS

These awards are given to every athlete when they participate for a full season of a sport:  
1<sup>st</sup> year- Junior High N

Athletes may receive up to three (3) pins per sport.

In order to receive any award, athletes must finish the season with the team. The only exception will be in the case of illness or injury.

## ELEMENTARY (PRE-K TO 6) INFORMATION

### ADMISSION TO NORTHWESTERN ELEMENTARY SCHOOL

A child must be five (5) years of age on or before September 1 of the school year to enter kindergarten. A child entering kindergarten must present a certified copy of a birth certificate within 30 days of enrollment.

**A student will not be allowed to attend class after the deadline without a birth certificate or other legal evidence of a birth date.**

There is no provision for mid-year registration. If a child reaches his/her fifth birthday after September 1, he/she will not be eligible to enroll until August of the following year. Should a child be enrolled in an adjoining school district in this age group with the intent to enroll the child in

Northwestern Elementary School when he/she becomes five, the child will not be enrolled in District No. 2 until the following year. This violates the intent of the law and school policy.

## NORTHWESTERN ELEMENTARY SCHOOL'S GENERAL RULES

### GENERAL RULES

1. Treat others as you wish to be treated.
2. Stay in assigned areas.
3. Be prepared for class.
4. Show respect for personnel by following directions the first time they are given.
5. Keep hands, feet, and objects to yourself.
6. No name-calling, obscenities, crude gestures, teasing, roughhousing, or fighting.
7. Respect school property and the property of others.
8. Caps, hats, head coverings, and sunglasses are to be removed when inside the school building.
9. No cheating or copying each other's schoolwork.
10. No CD players or other electronic devices are allowed unless prior approval is given.
11. Students must obey Junior/Senior High School rules when in the Elementary building.

### RECESS PROCEDURES

Students will have Physical Education every day with Mrs. Fones and a morning recess before lunch every day. Students will go outdoors as much as possible. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should **always dress for outside recess**. When a child is unable to go outside, a note stating the reason should be sent by the parent or guardian to the teacher. If a child is to remain inside for more than 3 days, **a note from your doctor will be required**.

The general rules for these periods are:

1. Show respect for school personnel by following directions the first time they are given.
2. Stay in assigned area.
3. Keep hands, feet, and objects to yourself.
4. Stop playing and line up quickly when the whistle is blown.
5. Use equipment properly.

### GENERAL OUTSIDE PLAYGROUND RULES

The outdoor playground and equipment are designed for the children to enjoy in a recreational and safe way. Students are to remain on the designated area of play during recess. When the fields are wet or muddy, they will become off-limits. The following rules are provided as a guide for a fun and safe playground:

1. Misuse or destruction of the playground equipment will not be tolerated.
2. Tackle football is not permitted.
3. Kicking, wrestling, pushing, tripping, and spitting will not be tolerated.
4. No skates or skateboards are allowed.
5. All misunderstandings are to be settled by the supervising teacher.

6. You must ask the adult on duty if you need to re-enter the building.
7. Do not bring toys to school recess.
8. If a student brings something to recess that they shouldn't, the aide shall take away the item and return it after recess.

### **INSIDE RECESS RULES**

Generally, the students will remain in their classrooms during indoor recess.

1. Show respect for the school personnel by following directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Do not run, tag, chase, push, or shove others.
4. Do not throw balls or other objects in the room
5. Keep noise to an acceptable indoor level.
6. You must have permission from the adult to leave the classroom.

### **LUNCH ROOM**

1. Aides are in charge and may give directions to students.
2. Use good manners at the tables and at recess.
3. Students should sit where directed.
4. Students should keep voices low. Do not yell or scream while in the cafeteria.
5. Keep your hands and feet to yourself. Do not touch the food or trays belonging to others.
6. No toys are allowed in the lunchroom.

### **TARDIES**

Students in grades K-6 will be considered tardy if they are not in their rooms by 8:10 A.M. If a student arrives after 8:10 A.M., he/she is required to get an admit slip from the office. Parents have the responsibility by state law to have children in school at the start of the day.

### **ELEMENTARY STUDENT DISCIPLINE GRADES K-6**

We want your child's educational experience to be a very positive one. In order for your child to get the most out of his/her school day, good classroom discipline must be maintained. Teachers will maintain their own set of classroom rules and teacher aides will maintain cafeteria and playground rules. However, in some instances it may become necessary for the principal, special education director or social worker to become involved in your child's discipline. At the time when the principal or someone other than your child's teacher needs to become part of the child's school discipline; the following steps will possibly be implemented. Extreme and repeated instances may result in immediate isolation, suspension or recommendation for expulsion to the board of education. Intervention can be implemented at any level if the teacher has already implemented prior steps.

**LEVEL I ACTIONS:** Violation of classroom rules set by the teacher; violation of playground rules set by the teacher or aide; profanity; cell phone or other prohibited electronic device; and non-violent bus situations.

**LEVEL I CONSEQUENCES:** Disciplinary Referral and possible telephone call; verbal warning/counseling; parent contract; loss of recess; noon detention; after school detention. After the third violation for the same offense, an after school detention will be given. After six violations for any reason, an after school



detention will be given, and if the student continues level I actions then he/she will go to level II consequences.

**LEVEL II ACTIONS:** Repeated Level I behaviors; bullying behaviors such as teasing, taunting, threatening or indirect bullying behaviors that would socially isolate another through intentional exclusion; sexual harassment; theft; property damage; gross vulgarity; defiance, disrespect or flagrant disobedience; use or possession of tobacco or smoking materials; physical violence or deliberately harming another person; possession of contraband items; unauthorized use of cell phones during the school day.

**LEVEL II CONSEQUENCES:** Disciplinary Referral; possible parent conference; possible loss of privileges or after school detention; possible in school isolation or suspension; possible referral to social worker or school psychologist for observation and possible educational/behavioral evaluation; removal from class pending parent conference.

**LEVEL III ACTIONS:** Selling or transferring drugs on school grounds; possessing or under the influence of alcohol, drugs, or drug look-alikes on school grounds; possession of a firearm or any item that may be used as a weapon; deliberately harming or threatening to harm school personnel; continued or extreme sexual harassment; gross disobedience or misconduct as defined by board policy which is defined in student handbook.

**LEVEL III CONSEQUENCES:**

1. If a student is found selling or transferring drugs on school grounds the student will be given an immediate 10 day suspension, law enforcement authorities will be called.
2. If a student is found using or possessing drugs or any other intoxicants on school grounds the result will be up to 10 days suspension; notifying authorities;
3. Possession of a firearm, explosive device or any other item that can be construed as a weapon will result in a 10 day suspension; confiscation of weapon; notification of authorities; and recommendation to the school board for expulsion. A student who is determined to have brought a firearm or other weapon to school; any school sponsored activity or event which bears a reasonable relationship to school, shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board of education on a case by case basis.
4. Striking, threatening or attempting to harm any employee of this school district will result in a 10 day suspension with recommendation for expulsion made to the school board. Law enforcement authorities will be called.
5. Any action which in the opinion of school authorities constitutes gross disobedience or misconduct as defined by board policy as defined in student handbook will result in out of school suspension for up to ten (10) days with a possible recommendation for expulsion to the board of education.

## **PROMOTION-RETENTION**

Elementary school students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria:

**Primary Grades 1-3:** Students shall be doing passing work/making progress in core subjects according to the following grade level requirements.

**First Grade:** It is critical that the student must pass/be making progress in reading. It is strongly recommended that the student be passing math as well.

**Second and Third Grade:** the student must pass/be making progress in Reading and Math.

**Grades 4-6:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained.

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **PRE-KINDERGARTEN PROGRAM**

Our Pre-K program is funded by a grant from the State of Illinois and is tuition free. The purpose of the grant is to seek and to provide opportunities to children, age 3 to 5 (non-kindergarten age), who have been screened and identified in need of early intervention. The criteria used for placement are as follows:

1. Developing in developmental areas (cognitive, speech and language, social emotional, fine motor, and gross motor) and,
2. Other at-risk factors including health-related or family issues may also influence eligibility into the program. The entire Pre-K staff will strive to provide opportunities for young children that will strengthen their potential in all developmental areas and enable them future success in school.

Our goal is to prepare young children with life-long learning skills for success in future schooling. This goal is accomplished through a developmentally appropriate program of “hands-on” experiences necessary for success within the school environment. The preschool year will mainly focus upon language and social development. The educational program will include:

- a. Reading and Writing readiness
- b. Language development
- c. Personal and Social development
- d. Fine and Gross Motor skills
- e. Auditory/Visual coordination
- f. Science appreciation
- g. Social Studies appreciation
- h. Music appreciation
- i. Health and Safety
- j. Field Trips

The curriculum will be based on learning centers with children’s project planning and choice making because young children learn best by doing. Play is the work of young children.

An important element in the success of our Pre-K program is the parental involvement component. Parent involvement is an invaluable part of a child’s education, because parents are their child’s first teachers. We want parents to be active participants in the education of their child. There

are monthly opportunities for parent participation. This includes home visits, classroom visits for interaction between parent and child, parenting classes, parent-teacher conferences, and family nights with educational components, parent information nights and field trips.

## **MEDICAL**

Any illness or injury should be reported to the office. An accident report will be filled out on the student's injury. If the injury or illness appears to warrant it, parents will be contacted for information and instruction. It is important that all pertinent information regarding home address, home phone numbers, parents' place of employment and employment phone numbers, as well as emergency contacts, be kept current in case emergencies arise.

Parents of students with special medical needs (e.g., hemophilia, diabetes, epilepsy, etc.) should inform the school nurse or building principal of such conditions so that appropriate action may be taken when and if necessary. **The student's physician should supply information pertaining to health conditions and/or physical restrictions.**

## **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

Parents/guardians shall present proof that the student received a health examination by a licensed physician and immunizations against, and screening for, preventable communicable diseases, as required by Illinois Department of Public Health, within one year prior to:

1. Entering Pre-Kindergarten, Kindergarten, sixth and ninth grades.
2. Entering school for the first time.
3. Transferring from a school out-of-state or out-of-country.

It is a school policy that all students participating in athletics must have an annual physical examination and be in compliance regarding immunization.

If a student does not comply with the requirements for physical examinations or immunizations by the first day of student attendance of the current school year the student will be excluded from school until proof of having received such or written proof of a scheduled appointment is presented to the district office. Transfer students will have 30 calendar days from their first day of enrollment to meet these requirements.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520).

## **EYE EXAMINATION**

Parents/guardians of students entering Kindergarten or school for the first time shall present proof before October 15 of the current school year that the student received a comprehensive eye examination by a qualified eye doctor such as an optometrist or ophthalmologist within one year prior to entry of school.

If proof is not submitted by October 15 the student's report card may be held until such proof is presented.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to an eye doctor.

## **DENTAL EXAMINATION**

All students in Kindergarten, Second and Sixth grades must present proof of having been examined by a licensed dentist before May 15 of that school year in accordance with rules adopted by the Illinois Department of Public Health.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to a dentist.

## **VISION AND HEARING SCREENINGS**

Vision and hearing screenings will be given to required students on an annual basis.

## **PARENTAL MEDICAID NOTIFICATION**

Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR part 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

## **CONTAGIOUS DISEASES**

Students suspected of having any contagious disease will not be permitted to remain at school unless authorized by a physician. In all cases, school officials shall be governed by the orders of local health officers of the State Board of Health offices.

## **HEAD LICE**

The school nurse will screen the students individually or by classrooms as indicated by the prevalence of head lice. When a student is identified with signs of head lice the following steps will be taken:

1. The parents or a responsible adult will be notified if signs of head lice are present and the student will be sent home. Written and verbal information will be provided to assist parents in the treatment of head lice. The student's hair must be treated and the nits removed.
2. Students will not be allowed to attend school if they have lice or nits.
3. The personnel in that school should screen siblings attending other schools.
4. Parents must make an appointment to have the student re-screened by the school nurse before returning to school. The parent or responsible adult must accompany the student for this screening. To schedule an appointment, call the school nurse at (217) 436-2442.

## **PRESCRIPTION/NON-PRESCRIPTION DRUGS AND THE ADMINISTRATION OF MEDICATION**

The purpose of administering medication to a student during school hours and related activities is to provide the most favorable condition of health conducive to his/her education curriculum.

If it is considered necessary for a student to take prescription or non-prescription medication at school, the following procedures (recommended by State Board of Education and Illinois Department of Public Health and American Academy of Pediatrics) must be carried out to provide a safe and healthy method of administration.

1. The parents or guardians must get a written request for prescription or non-prescription medications from the student's licensed prescriber to be presented at school before the medication can be administered to the student. This request must include the following information: student's name, licensed prescriber and signature, name of medication (dosage, route of administration, frequency and time of administration), date of prescription, date of order, discontinuation date, diagnosis requiring medication and other pertinent information, intended effect of medication, other medications the student is receiving, and the time interval for re-evaluation. This request will be kept in the school health files.
2. It is the responsibility of the parents or guardians to bring the licensed prescriber's request with written permission from parents or guardians, and medication to school.
3. All prescription medication must be brought in the original pharmacy container.
4. With a current doctor's orders, urgent non-prescription medications may be given to children who experience sudden, sub-acute illness such as headaches, toothaches, menstrual cramps, upset stomach, etc. Parents must provide all non-prescription medications and they must be brought to school in manufacturer's original container with the student's name attached to the container. Manufacturer recommended dosing schedules will be followed on all non-prescription medications unless written instructions are received from your licensed health care provider.
5. All medications will be stored in a secure area in the Junior/Senior High Office, Elementary Office, or Medical Office. Students may not carry and self-administer other common medications, such as acetaminophen, ibuprofen, cough drops, etc.
6. The person administering the medication must document each dose of medication. Documentation must include the following information: name of medication, time dosage, route, and signature of the person administering or supervising the student in self-

administration. If the medication is not administered as requested, the reason will be documented and signed.

7. At the end of the treatment regime, the parents or guardians will be responsible for removing any unused medication from the school office. If the medication has not been picked up by the end of the school year, the medication will be destroyed and documentation will be noted in the student health file.
8. All permission for long-term medication must be renewed annually. If there are any changes in medication, there must be written authorization from the licensed prescriber.
9. A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and /or medication, or the storage of any medication by school personnel". (Policy 7:270)

**The school district retains the discretion to reject requests for administration of medication.**

## **HOMEBOUND INSTRUCTION**

Homebound instruction is for those students who are unable to attend school due to physical or other medically related problems. Parents should notify the building principal of the need for their child to participate in homebound instruction. To qualify as a homebound student, the student must submit a physician's statement to be kept on file and complete an application for home services signed by the physician.

## **STUDENT TRANSFERS**

A student seeking admission to a district school must meet all residencies, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. A student must also present a completed "good standing" form from the school form which the student is transferring.

In accordance with Section 2-3, 12 (a) of the School Code, all public school districts are to provide this form to any student who is moving out of the school district to verify whether or not the student is "in good standing" and whether or not his/her medical records are up-to-date and complete as defined in Section 2-3 13 (a). "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to attend classes, as of the date of the form. No public school district is required to admit a student unless he or she can produce this form from the student's previous public Illinois School District enrollment.

## **STUDENT WITHDRAWAL**

Any student withdrawing from school to go to another school system is required to have a withdrawal record. The following information will be included:

- a. Good standing form
- b. Clearance list (texts and P.E. locks turned in)
- c. Estimated grades to date
- d. Administrative clearance (fees paid)

Please notify the school a few days in advance of the last day the student will be in attendance.

## **NO CHILD LEFT BEHIND**

No Child Left Behind (20 USC 6311 (h)(6)) requires each school district that receives Title I funds to notify parents that, they may request, and the school district will provide, information regarding the professional qualifications of their student's teachers, including at a minimum:

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

## **SCHOOL VISITATION RIGHTS**

Illinois law requires that employers grant employees leave of up to a total of 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to their children if the conferences or classroom activities cannot be scheduled during nonworking hours. However, no leave may be taken by employees unless they have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to them except sick leave and disability leave. Before arranging attendance at conferences or activities, employees must provide their employers with a written request for at least 7 days in advance. In emergency situations, no more than 24 hours' notice is required. Employees must consult with their employers to schedule leave so as not to disrupt unduly the operations of their employers. Leave provided for visitation does not have to be paid leave.

For the purpose of this notice:

"Employee" means a person, except an independent contractor, who performs services for hire for an employer for:

1. At least 6 consecutive months immediately preceding a request for leave; and
2. An average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months

"Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or nonprofit organization.

## **SCHOOL FEES**

Under certain circumstances, waivers for some school fees may be granted. Contact the office for further information.

### **ILLINOIS SCHOOL STUDENT RECORDS ACT**

The Illinois School Student Records Act divides school student records into “student permanent records” and “student temporary records”.

“Student permanent records” contain the minimum personal information necessary for the education of students. Such information shall include a student’s name and address, birth date and place, gender, parents’ names and addresses, academic transcript including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, attendance records, accident reports and health record, record of release of permanent record information, scores received on all State Assessment tests administered at the high school level, and such other entries as the Illinois State Board of Education may require or authorize; and may include honors and awards received, and information concerning participation in school-sponsored activities or athletics.

“Student temporary records” contain all information within school student records not contained in student permanent records. Such information shall include a record of release of temporary record information, scores received on State Assessment tests administered at the elementary grade levels, information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or a sanction, information required under Section 8.6 of the Abused and Neglected Child Reporting Act, and may include a student’s family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations or anecdotal records, participation in extra-curricular activities, including any offices held in school-sponsored clubs or organizations, honors and awards received, special education files, and other information of clear relevance to the education of the student. Temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school.

### **RIGHT TO INSPECT AND COPY SCHOOL STUDENT RECORDS; LIMITATIONS; COST FOR COPYING**

A parent or any person specifically designated as representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent’s child. A student has the right to inspect and copy his or her school student permanent record.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. No school employee shall disclose to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner’s child or children are enrolled. A copy of the order of protection shall be maintained in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection.

The cost for copying school student records shall be the actual cost of providing a copy or copies, provided that such costs shall not exceed \$ .35 per page. No parent or student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.



## **CONTROL OF ACCESS AND RELEASE OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No. 2 reserves the right to control the access to and release of school student records. The District has the right to request a copy of any information released. All rules and regulations developed by the Illinois State Board of Education in compliance with the Illinois School Student Records Act, the Family Educational Rights and Privacy Act and the Freedom of Information Act will be observed by Northwestern CUSD No. 2.

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 the Illinois School Student Records Act or its regulations.

School student records or information contained therein may, consistent with Illinois law, be released, transferred, disclosed or otherwise disseminated, without parental consent, to the following:

1. A parent, student or person specifically designated as a representative by a parent;
2. An employee or official of the District or Illinois State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. Official records custodians of another school in which the student has enrolled or intends to enroll, upon request of such official or student;
4. Any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
5. Any person pursuant to a court order;
6. Any person specifically required by State or Federal law;
7. Juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court;
8. Subject to regulations of the Illinois State Board of Education, in connection with an emergency, to appropriate persons if the information is necessary to protect the health or safety of the student or other persons;
9. Any person with the prior specified dated written consent of the parent designating the person to whom the records may be released;
10. A governmental agency, or social service agency contacted by a governmental agency, in furtherance of an investigation of a student's school attendance;
11. SHOCAP committee members who fall within the meaning of "state and local officials and authorities", as those terms are used within the meaning of the Family Educational Rights and Privacy Act, for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; and
12. The Department of Public Aid in furtherance of the requirements of the School Code or the School Breakfast and Lunch Program Act.

## **RIGHTS AND PROCEDURES FOR CHALLENGING SCHOOL STUDENT RECORDS**

Parents have the right to challenge the accuracy, relevance or propriety of any entry in the school student records of their child, exclusive of:

Academic grades of their child; and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring.

Parents also have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in the record.

Northwestern CUSD No. 2 shall abide by the procedures prescribed by the Illinois State Board of Education when a challenge is made. Parents who desire to challenge school student records of their child may request a hearing by submitting a written request to the District, which said request shall contain notice of the specific entry or entries challenged and the basis of the challenge. Challenge procedures shall include the following:

1. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated.
  - A. A hearing officer, who is not employed in the school in which the student is enrolled, shall be appointed by the school.
  - B. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
  - C. At the hearing each party shall have the following rights:
    1. The right to present evidence and to call witnesses;
    2. The right to cross-examine witnesses;
    3. The right to counsel;
    4. The right to a written statement of any decision and the reasons therefore; and
    5. The right to appeal an adverse decision to an administrative tribunal or official established or designated by the Illinois State Board of Education.
  - D. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
  - E. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parents and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
    1. To retain the challenged contents of the student record;
    2. To remove the challenged contents of the student record; or
    3. To change, clarify or add to the challenged contents of the student record.
  - F. Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures.
  - G. Upon receipt of such documents, the Regional Superintendent shall examine the documents and record to determine whether the District's proposed action in regard to the student's

- record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school with 20 school days of the receipt of the appeal documents.
- H. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located (see Section 7(c) of the Act).

#### Directory Information and Disclosure

Information that may be designated as directory information shall be limited to:

1. Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses;
2. Academic awards, degrees, and honors;
3. Information in relation to school-sponsored activities, organizations, and athletics;
4. Major field of study, and,
5. Period of attendance in the school.

"Directory Information" may be released to the general public, unless parent requests that any or all such information not be released on his/her child.

### **DESTRUCTION OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No.2 annually reviews all school student records. Student permanent records are retained for not less than 60 years. Student temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school. Parents of students and students who graduated or left this school prior to five years ago are hereby notified that if they wish a copy of their temporary records before they are deleted or destroyed, they must make that request to the records custodian, at Northwestern Elementary School, 436-2442, or Northwestern High School at 436-2011. The scheduled destruction date of temporary records is August 15 of each year. Questions regarding school student records and procedures should be directed to the school district superintendent.

### **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extra-curricular opportunities shall be available for all students without regard to, race, color, national origin, ancestry, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, on the basis of sex or disability, be discriminated against in the provision of programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extra-curricular programs and activities.

Any individual may file a sex-equity, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described below.

The Superintendent and Building Principal will use reasonable measures to inform staff members, students, and parents/guardians of students of this policy and grievance procedure.

## **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with disabilities Education Act, 20 U.S.C. 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, program;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 9300006; or
12. Provision of services to homeless students.

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

### **STEP 1-FILING A COMPLAINT**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed. Upon receiving a complaint, a Complaint Manager shall inform the Superintendent of the substance of the complaint, unless the complaint involves the Superintendent, in which case the Complaint Manager shall inform the President of the School Board of the substance of the complaint. District Complaint Manager: Patrick Bowman

## **STEP 2-INVESTIGATION**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except; (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Step 3. The Superintendent will keep the School Board informed of all complaints.

## **STEP 3-DECISION AND APPEAL**

Within 5 school days after receiving the District Complaint Manager's report, the Superintendent or School Board President shall mail his or her written decision to the Complainant and Complaint Manager via U.S. first class mail.

Within 5 days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's or School Board President's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the School Board's decision, the Superintendent or School Board President shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of the School Code and, thereafter, to the state Superintendent pursuant to Section 2-3.8 of the School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

## **TITLE IX**

The Northwestern Community School Board of Education has adopted a policy which meets the requirements set forth in Title IX of the Education Amendments of 1972, which states: "No person shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered in this school."

## **SPECIAL EDUCATION**

The Northwestern Community Unit School District No. 2 offers a free and appropriate education to all children. Any child between the ages 3-21 residing in the school district is eligible for special education services if he/she is determined eligible by a multi-disciplinary team.

The Northwestern Elementary School provides:

- a. An annual screening of all children between the ages of 2 and 5.
- b. Hearing and vision screening at regular intervals.

- c. Speech and language screening upon initial enrollment in school.
- d. An on-going annual screening by teachers and other professional personnel for possible referral of those children who exhibit problems that interfere with their educational progress and/or adjustment to their educational setting.

Referrals for preliminary evaluation may be made through the building principal, by school district personnel, the parent of a child, community service agency personnel having primary care and custody, other professional persons having knowledge of the child’s problems, the child or the State Board of Education when there is reason to believe that a child may require special education. Parents and other members of the community may review a copy of the Rules Governing Special Education at the Superintendent’s office.

### **EDUCATIONAL PROGRAMS**

- 1. All students have access to all courses without regard to sex.
- 2. Graduation requirements are identical for all students.
- 3. Cheerleaders may be either male or female.
- 4. Physical Education classes will be integrated by members of both sexes. Separation of students by sex will be made in the following activities:
  - a. When dealing with human sexuality.
  - b. During such activities as wrestling, boxing, football, basketball, and other bodily contact sports.
  - c. Vocal Music-separation of persons based on vocal range and quality.

### **ASBESTOS WARNING/PUBLIC NOTIFICATION**

The following public notification is being released for compliance with the regulation of the Federal AHERA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan are on file for review at the Superintendent’s office.

This notification is to inform building occupants of the potential hazard and locations of materials containing asbestos. 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 any materials containing asbestos. Materials containing asbestos have been found in the following buildings: Northwestern Community Unit Schools (N.W.C.U.S.D. #2). Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

### **SCHOOL SECURITY DRILLS**

School security drills are as follows:

- 1. Fire 3
- 2. Tornado and Severe Storm 1
- 3. Earthquake and Evacuation 1
- 4. Armed Intruder 1

Failure to cooperate during a security drill is considered defiance of authority which is a 30 point offense.

## SCHOOL SONG

On Northwestern, On Northwestern  
Make that scoreboard climb  
Pass the ball right down the floor (field)  
A basket (touchdown) sure this time  
Rah, Rah, Rah  
On Northwestern, On Northwestern  
Fight on for your fame  
Fight fellows fight and we will  
Win this game!

Mascot-Wildcat

School Colors-Green and Gold

## ARRIVAL AND DEPARTURE

The doors at Northwestern are opened at 7:45 A.M. Students are dismissed daily at 3:00 P.M. at the elementary and 3:06 P.M. at the Junior/Senior High School.

**If your child will not be riding the bus home in the evening he/she must have a note from parents or he/she will be sent home on the bus.**

Parents need to notify the school if anyone other than the parent(s) is to meet their child at school. When the parent or designee comes to meet a child, the person should first check in at the office. If a divorce decree stipulates no parental visitation at school, the district needs a copy to put in the student file.

## SCHOOL CANCELLATION

School cancellation could occur due to extreme weather or any other unforeseen circumstances. Anytime school is cancelled the automated telephone notification system, SchoolMessenger, will be utilized. A working telephone number should be on file in the central office. Cancellations will also be posted to the following:

### TV Stations:

Channel 2 St. Louis  
Channel 4 St. Louis  
Channel 5 St. Louis  
Channel 20 Springfield

### Radio Stations:

WSMI 1540 AM, 106.1 FM

**Please have alternative plans for your children in case of emergency dismissals.**



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**Northwestern Community Unit School District No. 2**  
**Student Handbook**  
2014-2015

**FOREWARD**

This book is designed to give, in convenient form, important information about Northwestern Community Unit Schools. It is hoped that it may assist new students in adjusting themselves to the life of the school and that it may be a consistent reminder of the school's general procedures, ideals, and traditions. The goal of Northwestern is to create an environment where all students will be able to learn and participate in the many extra-curricular activities. Students are urged to read this book carefully and to keep it for reference throughout the year.

The superintendent, with input from the parent/teacher advisory committee, shall prepare disciplinary rules implementing the Northwestern School District's disciplinary policies. These disciplinary rules shall be presented annually to the Board of Education for review and approval. It takes all of us, including staff, students, parents, and community working together to accomplish this goal. Let's strive to make everyone proud to be a Wildcat.

We are required to have on file signatures of parents/guardians indicating they have received the student handbook. Handbooks will be distributed at the time of registration.

**HANDBOOK DISCLAIMER**

This handbook is not intended to create a contractual relationship with the student, nor is it an exhaustive list of District policies; rather its summary of District policies intended to describe the school, its current practices, procedures, rules and regulation (code of conduct), etc. Membership or participation in a school-sanctioned activity is a privilege and not a property right. As such, the Board of Education and the administration reserve the right to make modifications and/or policy changes when needed. Students and parents will receive the changes in a timely manner. A complete list of District policies is available on the schools website [www.northwestern.k12.il.us](http://www.northwestern.k12.il.us).

**VISION STATEMENT**

The vision of the Northwestern School District is to prepare all students to be academically, socio-emotionally, and technologically proficient in order to become productive members of society.

**MISSION STATEMENT**

The mission of Northwestern Community Unit School District No. 2 is to provide students with the opportunity to grow academically, technologically, and socially to become productive citizens within the community. This includes a commitment of parents, teachers, administrators, and students to work toward the completion of this mission.

## **EDUCATIONAL PHILOSOPHY**

**Specifically, the educational program should make it possible for the student to:**

1. Attain, commensurate with cognitive abilities, optimum proficiency in reading, writing, listening, speaking, social studies, science, and math skills, both computational and problem solving.
2. Develop an understanding of self: personality, strengths, weaknesses, and general capabilities.
3. Develop an ethical sense of community, which will help the personal manifestation of tolerance, kindness and justice to all others.
4. Develop an appreciation for interpersonal relationships, both in the family and in the community.
5. Develop skills for effective participation in the democratic process.
6. Develop knowledge and understanding of the natural and physical environment.
7. Develop economic competence as a consumer.
8. Develop marketable skills and vocational competence.
9. Explore and develop an appreciation of the fine arts.
10. Develop wise use of leisure time.
11. Develop zeal for continuous learning and self-improvement.
12. Be exposed to the world of work.
13. Develop technologically literate students.

**Furthermore, every effort should be made in the educational program to:**

1. Make the best use of the physical plant that was provided by the taxpayers.
2. Secure the judgment of the Board of Education in the selection and approval of the best personnel.
3. Advise and inform the public from time to time of all school activities and to seek their advice.
4. Provide the highest type of moral, ethical and professional leadership.
5. Inform the employed personnel of any actions of the Board of Education pertinent to his/her particular interests.
6. Maintain priorities consistent with the educational goals and philosophy of the District.

And finally, realizing that the final success of the educational program is measured in terms of the accomplishments of the student, the educational program should:

Foster in the student self-discovery, self-awareness, and self-discipline, enabling him/her to realize his/her worth as a human being and to formulate a personal set of values and goals.

Develop a positive attitude toward and practice of those disciplines which will produce a healthy mind and body.

Develop awareness of present and past cultures and civilizations, acquainting the student with the variations in mankind's cultural patterns and with the evolution of his/her national and cultural heritage.

Stimulate intellectual curiosity, guiding the student to learn how to seek further knowledge by familiarizing him/her with the resources and challenges of the world around him/her.

Provide fundamental career concepts and skills, developing in the student a foundation for further career training.

Direct the student in becoming proficient in the art of verbal and nonverbal communication.

Encourage an appreciation of beauty and to assist the student in developing a capacity for aesthetic perception, creation and judgment.

Encourage the student to discover and build from his/her individual strengths and develop an awareness of the value of striving toward excellence and mastery of skills.

Help the student learn to deal effectively with other people, while encouraging him/her to develop sensitivity to the needs and values of others and a respect for individual and group differences.

Develop social and personal responsibility involving the student in decision-making process and problem-solving activities as he/she works toward constructive change.

Help the student recognize the basic laws that explain the behavior of the universe and to help him/her use these laws to predict natural phenomena and to determine their impact on his environment.

Help the student realize his/her relationship to his/her fellow man through learning about man and man's laws and how to live in harmony with them.

Develop an understanding of consumer education concepts and economic principles for the purpose of achieving within the framework of the student's own values, maximum utilization of, and satisfaction from, one's resources.

## **STUDENT RESPONSIBILITY**

Northwestern Schools have the responsibility to provide a quality education to all students who attend these schools. Students have the responsibility to understand and observe all rules and regulations, and to conduct themselves in a manner that will result in the development of productive citizens. These rules and regulations are not limited to school property but also include all reasonable involvement of school activities and events (field trips, bus stops, post prom activities and all extracurricular events).

## **COMMUNITY RESPONSIBILITY**

We welcome the community and encourage community participation. All visitors are required to report to the office upon entering any building on campus. Parents wishing to visit the schools are encouraged to call the office to set up an appointment. The presence of former students in the school is discouraged during school hours.

## **ADMINISTRATION**

Mr. Patrick Bowman, Superintendent/Elementary Principal.....	436-2210
<a href="mailto:pbowman@northwestern.k12.il.us">pbowman@northwestern.k12.il.us</a>	
Mrs. Heather Haley, Assistant Elementary Principal .....	436-2442
<a href="mailto:hhaley@northwestern.k12.il.us">hhaley@northwestern.k12.il.us</a>	
Mrs. Brandi Maxedon, Junior/Senior High Principal.....	436-2011
<a href="mailto:bmaxedon@northwestern.k12.il.us">bmaxedon@northwestern.k12.il.us</a>	
Elementary/Unit Office.....	436-2442
Junior/Senior High Office.....	436-2021

## LUNCH PROCEDURES & PRICES

1. This district received a grant for 2012-2015 which allows all students to eat free of charge.
2. Any additional milk will be charged to the student.
3. Students with money owed will be provided with a milk account balance periodically throughout the school year.
4. School food prices for 2014-2015 school year:
 

Adult Breakfast	\$2.00	Adult Lunch	\$2.50
Extra Milk for Anyone	\$0.45		

## EXPECTATIONS OF STUDENT BEHAVIOR IN THE CAFETERIA

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Use kind words & actions. Wait for your turn politely. Do not cut in line or save a space. Follow adult directions. Be silent when signal is given. Use quiet voices. Use appropriate language. Use good manners.	Clean up after yourself. Get all utensils, milk & condiments when 1 <sup>st</sup> going through the line. Bring your own change for vending machines. Do not ask others for money. The office cannot provide change.	Walk facing forward. Keep hands, feet & objects to self. Use all equipment & materials appropriately. Report accidents, injuries & hazards to nearest adult. Report bullying, harassment, or intimidation immediately. Sit appropriately at the table. Stay at the table until dismissed. Ask permission to leave your seat.

## FREE/REDUCED MEAL APPLICATIONS

Although meals are paid through the grant, it is still necessary for families to apply for free and reduced lunch and breakfast as this fulfills other district criteria. Applications for free and reduced meals are available at each district building location. Letters containing guidelines and applications for free or reduced lunches are available during registration and throughout the year in the school office. Parents requesting free or reduced lunches must complete and return the application to the school office. Verification of income may be requested.

## TRANSPORTATION

The District shall provide free transportation for any student in the District who resides one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available. The District shall provide free transportation for a student living less than one and one-half miles from school where walking to school or to a bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is unavailable. A student's parent or guardian may petition the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation will be provided for special education students if included in the student's individualized education program. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.



## EXPECTATIONS OF STUDENTS RIDING THE BUS

*NOTE: Cameras may be utilized to monitor student behavior and bus safety.*

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Use kind words & actions. Follow adult directions. Be silent when signal is given. Use appropriate language. Conversations should be appropriate for all ages.	Be on time at the approved bus stop. Clean up your trash. Do not leave items on the bus. Do not consume food or drinks on the bus.	Cross the road when the bus is completely stopped. Cross in front of bus only. Use quiet voices. Stay in seat while the bus is in motion. Students should sit on bottoms and face the front. Do not throw items out of the window. Keep hands, feet & objects to self and inside the bus. Report accidents, injuries, & hazards to driver. Report bullying, harassment, or intimidation immediately. Use emergency exit when directed by driver. Be quiet at railroad crossings. Possession and/or use of tobacco, alcohol, or other drugs are prohibited.
<p><b>PROCEDURES:</b> The bus driver may verbally reprimand a student, make a written report, or make a written request to the administration that a student be disciplined or suspended from riding the bus. Only the administrator or School Board may suspend students from riding the bus.</p> <p><b>CONSEQUENCES:</b> Discipline will be handled in cooperation with the transportation director, administration, and the student’s parents or guardians. Penalties may include assigned seating, loss or suspension of bus riding privileges, detention, in-school suspension, out-of-school suspension, or expulsion.</p>		

## BICYCLES AND WALKING TO SCHOOL

Due to the location of the school, riding bicycles and walking to school is not encouraged. Permission from the Building Principal should be received prior to any student riding a bike to school.

## FIELD TRIPS

The school recognizes the value of student participation in field trips to increase learning. Field trips, which are going to exceed a 75-mile radius from Northwestern, will require Board approval unless it is an established yearly trip. Students need to be aware that the law considers all field trips the same as a classroom. Therefore, all school rules, regulations, and policies apply on these trips as if the student were actually in the school. Any parent planning to attend a field trip with their student must first participate in a background check through the district office at their own expense and must also attend at least 2 Parent Club meetings, be a classroom assistant, attend Open House/Parent-Teacher

Conferences, or contribute to the class in some manner approved by the teacher at least twice or a combination of the two. Remember, you represent not only yourself but also your school, family, and community. All classroom assignments should be completed in advance; students must have approval of all of their teachers to attend field trips. Students who do not join their group on a field trip are expected to attend school on the day of the trip. At the Jr./Sr. High School, if a student has a failing grade in any class and that class is to meet on the day of the field trip, the student cannot attend the trip. If a student has an unexcused absence the day before the field trip, he/she cannot attend the field trip. No siblings or non-district students may attend field trips.

### **GRADING SYSTEM-DISTRICT WIDE**

92-100.....	A
85-91.....	B
77-84.....	C
68-76.....	D
67-below.....	F

Kindergarten through 3rd grade will use a skills-based grading system.

### **HOMEWORK**

Homework is important to all students. Homework provides the necessary reinforcement for what is learned at school. Most teachers allow some time at school to start homework assignments, so if your child continually seems to have too much homework, please check with your child’s teacher. Homework is a required part of learning. Part of the student’s grade may be determined from homework grades. That is why, if a student is absent, it is very important that he/she get his/her work within the guidelines (i.e., number of days absent, plus one).

### **“D” AND “F” NOTICES**

The staff and administration feel that students and parents should be notified when a student’s performance begins to decline. The school will be sending notices home for those students doing work in the “D” or “F” range at the middle of each marking period. In addition the staff must make contact with the parents before any student will receive a failing grade. This notice may be a telephone call or written note at any time in the quarter.

### **ELEMENTARY CLASS SCHEDULE**

Grade	Recess	Lunch Schedule
K-3	11:30	11:50-12:10
4-6	11:45	12:05-12:25

## JUNIOR/SENIOR HIGH CLASS SCHEDULE

1 <sup>ST</sup> hour	8:12-9:00	
2 <sup>nd</sup> hour	9:03-9:51	
3 <sup>rd</sup> hour	9:54-10:42	
JH Study Hall	10:45-11:15	Lunch 11:15-11:45
4 <sup>th</sup> hour HS	10:45-11:33	
HS Study Hall	11:35-12:05	Lunch 12:05-12:35
5 <sup>th</sup> hour JH	11:48-12:35	
6 <sup>th</sup> hour	12:38-1:26	
7 <sup>th</sup> hour	1:29-2:16	
8 <sup>th</sup> hour	2:19-3:06	

## ATTENDANCE

Students are required to report promptly and to attend all classes. As per Illinois Statutes, for attendance record and report card purposes, a student must be present 300 minutes or more of classroom instruction to constitute a full day of attendance and 150 to 299 minutes for a half-day. Any student who attends school less than 150 minutes is considered absent for a full day. However, for grades K-1, a full day of attendance is equal to four clock hours (240 minutes), and a half-day (120-239 minutes). In grades 7-12 seven class period absences is equal to one full day of absence. Where there is an unexcused absence of a student in grades Kindergarten through 8, the District shall make a reasonable effort to contact the student's parent or guardian by telephone within two hours of these students' first class to notify them of the absence.

A direct relationship exists between academic achievement and regular attendance. There is no substitute for participation in class explanations and discussions; therefore, while assignments might be made up, some learning is lost in any absence. Habits of consistent and punctual attendance are habits that will serve Northwestern students well in their future work lives.

## EXCUSED ABSENCE

The following absences will be deemed excused:

1. Personal illness-5 days (3 days for students who enroll after first semester ends) throughout the year may be excused with a note from the parent/guardian on the day the student returns to school. However, 3 consecutive days or more of absence at any time requires a doctor's note. Doctor's notes do not take away from the 5 days. However, once the student has used the total 5 days, a doctor's excuse is required for each day missed. STUDENTS CANNOT ATTEND SCHOOL EVENTS ON THE DAYS OF ABSENCE. Students may participate in extra-curricular activities if they are present for the last ½ of a school day.
2. Funeral of a family member.
3. Family medical emergency.
4. Medical appointment-We ask parents to make appointments early or late so that students miss no more than ½ day for appointments.
5. Field trips or other school affiliated events. No absence will be reported on the student's record.
6. Observance of a religious holiday.
7. Juniors and Seniors will be allowed 2 college visit days. Juniors cannot carry the days over to their Senior year. These must be pre-arranged and approved by the principal or designee.

Students must have the form completed by the college admissions officer. No absence will be reported on the student's record. Parents are urged to arrange college visits during the summer prior to the child's senior year.

8. Students absent without a doctor's excuse or administrative approval may not attend after school activities. Failure to abide by this will result in an unexcused absence.
9. Others as deemed excused by the administration.

**NOTE: WRITTEN NOTES FROM PARENTS OR FROM THE DOCTOR MUST ACCOMPANY THE CHILD THE DAY HE/SHE RETURNS TO SCHOOL. NOTES BROUGHT AFTER THAT MAY NOT BE ACCEPTED.**

## UNEXCUSED ABSENCE

Students who are absent for other than the above noted reasons are considered unexcused. Student initiated "skip" days are prohibited and will be treated as an unexcused absence. Any student's participation in "skip" days may face disciplinary action. **An unexcused absence for any part of the day will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening.** An unexcused absence means that students cannot earn credit for work completed in class or assignments assigned on that day.

Students absent for 10 consecutive days without a legitimate excuse will be dropped from the roles. Students in grades K-8 can re-enroll at any time after a parent conference. Students with high absenteeism can be retained or fail to receive credit for a course.

## PARENTAL RESPONSIBILITY

Should a child in any grade need to be absent for any reason, parents/guardians are required to notify the school by phone by 9:15 a.m. Students cannot call in for themselves. While family vacations during school are discouraged, it is understood that this is sometimes unavoidable. Should a family vacation be planned during school time, please give ample notice to the school. Students with excessive absences may not be excused for family vacations.

## TRUANCY

A chronic or habitual truant is hereby defined as a Macoupin County student between the ages of 7-16 years of age who is absent without valid cause from attendance for 5% or more of the previous 180 regular attendance days in school. Section 26-10 of the School Codes states: *Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or fine of up to \$500. Any Macoupin County student violating or, Parent/Guardian of a Macoupin County student violating, the terms of Macoupin County's Ordinance, which shall be punished as a petty offense, shall be subject to the following fines, not to exceed the limitations set forth in 55 ILCW 5/5-1113 upon conviction:*

1. A fine of not less than \$25.00 for the first violation.
2. A fine of not less than \$50.00 for the second violation.
3. A fine of not less than \$100.00 for the third violation.

Each day, or portion thereof, upon which a violation occurs, shall constitute a separate violation, with each separate violation being subject to a separate penalty, as provided herein.

## TARDINESS

When students arrive late, they disrupt classes and forgo opportunities to learn. Furthermore, they unfairly interfere with other students' opportunities to learn. Promptness is essential to student success. A student in grades 7-12 will be considered tardy for class if not in the classroom before the last bell to start that period. Students are allowed to be tardy 6 times per year. This is not 6 times per class but a total of 6 for the entire year. After the 6<sup>th</sup> tardy, the following consequences will result:

1. 7<sup>th</sup> tardy-parents will be notified by mail and the student will receive a lunch detention.
2. 8<sup>th</sup> tardy-parents will be notified by mail and the student will receive two lunch detentions.
3. 9<sup>th</sup> tardy-parents will be notified by mail and the student will receive an after-school detention.
4. 10<sup>th</sup> tardy-parents will be notified by mail and the student will receive 2 after-school detentions.
5. 11<sup>th</sup> or 12<sup>th</sup> tardy-parents will be notified by mail the student will receive an in-school suspension.
6. 13 or 14<sup>th</sup> tardy-parents will be notified by mail and the student will receive two in-school suspensions per incident.
7. 15<sup>th</sup> tardy or each additional tardy beyond 15 will receive an out-of-school suspension.

## MAKE-UP WORK/INCOMPLETE GRADES

If a student is absent from class, it is his/her responsibility to make up the work missed, according to each individual teacher's directions. All students will be able to make up work missed during an excused absence. Students will be allowed one more day than the number of days missed to make up assignments. For example, if a student misses Monday, is present Tuesday, the assignment missed on Monday is due Wednesday. **However, students attending academic functions or preplanned absences including but not limited to; Spelling Bee, Olympiad, class field trips, family trips/vacation, etc. shall turn in work the next day of class following the function.** No incomplete grades will be given at the end of the school year except in emergency situations such as an accident, illness, or funeral. Students who have irregular attendance and/or whose absences are unexcused may face grade retention due to lack of basic skill development. In grades 7-12 multiple day absences should occur before a parent may request work from the teacher. Requests should be made twenty-four (24) hours in advance. It is recommended that students check with classmates for assignments.

## DELEGATION OF AUTHORITY

Each teacher and any other school personnel, when students are under his/her charge, is authorized to impose any disciplinary measures, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules of student discipline. Teachers, other certified employees, and other persons (whether certified or not) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other persons, or for the purpose of self-defense, or defense of property. The teachers may remove students from a classroom for disruptive behavior. The Superintendent or Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

## ENROLLMENT OF HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youths. Any homeless child shall be immediately admitted, even if the child or child's parent or guardian is unable to produce records normally required to establish residency.

## STUDENT CONDUCT

The following paragraphs summarize the policies of the Board of Education of Northwestern Community Unit School No. 2 concerning conduct.

Students who are good citizens maintain a cooperative attitude in school and conform to classroom situations. Those who do not are guilty of misconduct. They not only fail to make progress themselves, but also distract others who want to learn.

Parents and guardians of children in school are expected to cooperate with the school by promoting good citizenship in the home and teaching their children the importance of good behavior and proper attitude in the classroom. Parents and guardians are also expected to be involved with any disciplinary actions brought against their child by the school.

Any student who is guilty of misconduct will be subject to verbal reprimand, lunchtime detention, after school detention, in-school suspension, out-of-school suspension, restriction, removal or banishment from extracurricular activities (as either a spectator or a participant), loss of driving privileges, expulsion, and/or Board or court action as dictated under the mandates of the law. Any known violation should be reported immediately to the school authorities. Junior and Senior High Students must obey elementary rules when in the elementary building and elementary students must obey high school rules while in the high school building. **The policies of the Board of Education concerning misconduct are as follows:**

- 1. ATTENDANCE**-Students are required to report promptly and to attend all classes. A student may leave class only with a signed pass issued by the teacher. Excessive tardiness will result in disciplinary action. **Note:** Students initiated "skip" days are prohibited and will be treated as an unexcused absence. Any students participating in "skip" days may face disciplinary action. Any unexcused absence in the afternoon will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening; this includes students leaving school due to illness. *Junior and senior high students: 8 periods of absence is equal to one full day of absence.*
- 2. BULLYING/AGGRESSIVE BEHAVIOR**-Aggressive behaviors such as violence, physical contact or closeness, force, noise, coercion, threats, intimidation, fear, profane or abusive language, bullying, or other comparable conduct, including by communications made in writing or electronically, toward anyone or urging other students to engage in such conduct is prohibited. When school personnel have determined that a student has demonstrated any of these aggressive behaviors, the student may receive disciplinary points in accordance with the handbook point system. (Board Policy 7:190)
- 3. CHEATING/PLAGIARISM**- Cheating and/or plagiarizing schoolwork and materials are prohibited.
- 4. CLOSED CAMPUS**-Students must have permission to leave the main campus at any time. Any student leaving school property must sign out through the office or obtain an off-campus pass from an administrator. At the beginning of each day, students are to report only to their respective areas of the gym and be seated unless conducting business in the office or eating breakfast in the cafeteria.
- 5. COMPUTER USE**-Computers and other technology equipment shall be used only for authorized school assignments. Computer use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District

computers. General rules for behavior and communications apply when using electronic networks. A teacher or supervisor must approve usage not related to class assignments. Copyright laws and license agreements related to computer software shall be observed. The District's Internet Usage Agreement contains the appropriate uses, ethics, and protocol. All students must have on file an Internet Usage Agreement signed by parents and students.

**6. MOBILE ELECTRONIC DEVICES (MED)**-The use for personal business or entertainment purposes of cellular phones, smart phones, pagers, radios, tape or CD player/recorders including those equipped with headphones is prohibited during the school day, **unless privileged use has been given by the administration at designated times in the Junior/Senior High School.** These items will be confiscated. Nothing in this policy shall prohibit a member of the faculty or staff from using his/her own or a school owned radio and/or tape player/recorder for instructional purposes or for entertainment purposes when appropriate. However, possession of a radio, tape player, and/or electronic games will be permitted on field trips, travel to athletic/music events, or other school related activities only with the permission and approval of the teacher and/or supervisor.

- a. MED include but are not limited to items such as laptops, cell phones, and PDA's.
- b. Students may have MED in their possession. These devices should be set to silent or quiet mode during the school day.
- c. Use of MED during school hours is regulated by specified times and locations.
- d. MED may be used during times of instruction if it is during a teacher approved and a planned portion of the learning activity.
- e. Any use of MED is strictly prohibited in locker rooms, bathrooms, whether here or in at another facility where a school activity or athletic event is occurring.
- f. Students who are dressed and participating in physical education classes are not permitted to have a MED in their possession.
- g. The District is not responsible for the loss, theft, damage, or vandalism to student MED.
- h. Using a cell phone, video/audio recording device, personal digital assistance (PDA), or other mobile MED in any manner that disrupts the educational environment or violates the rights of others including using the device to take digital images anywhere in the building or on the grounds to cheat, or otherwise violate student conduct rules is strictly forbidden. Consequences will be issued in accordance with handbook rules and regulations.
- i. Violations of this policy will be given consequences.

**7. EXTRACURRICULAR ACTIVITIES**-All students are subject to and are expected to obey the policies, rules, and regulations found in this **Student Handbook** while attending or participating in school sponsored activities. All persons, students and non-students, who attend or participate in activities/events on campus, are required to obey the rules of behavior and conduct established by the Board of Education and any other officially recognized governing body, such as the Illinois High School Association. Student misbehavior at extracurricular events may result in banishment from that event, and future events. **Due to lack of building-wide supervision during an event such as a basketball game, and unless accompanied by an adult, young children and students must remain in the gym during play action. Excessive movement in and out of the gym may result in disciplinary consequences.**

**8. DEFIANCE OF AUTHORITY/INSUBORDINATION**-Defiance of authority is defined as any verbal or non-verbal refusal to comply with a reasonable request from school personnel. Defiance of Authority is a serious offense and will be dealt with accordingly. A student who willfully fails to report to a designated location when requested to do so by any school employee, shall be guilty of insubordination and shall be subject to the board's disciplinary penalties for misconduct.

**9. FALSE ALARM**-The willful making of a false alarm by outcry, mechanical alarm, or other device is prohibited.

**10. FIGHTING**-Fighting, threats, or use of profane or abusive language will not be tolerated. Students who make threats or who are involved in the use of profane or abusive language, as determined by school officials, shall be subject to the Board of Education's disciplinary penalties for misconduct. A student who is provoked or assaulted shall retreat from the situation and seek help from staff members immediately, if possible. A student who immediately retreats from a fight will not be deemed to have been involved in a fight. Provoking a fight or not dispersing from a fight when directed to do so or interfering with school personnel in their attempt to break up a fight may receive the same consequences as for fighting.

**11. FOOD AND DRINK**-All food and drink is to be consumed in the cafeteria **unless prior administration approval**. The soda and juice machines are off limits except during high school lunch and after school. Junior High students do not have access to vending machines. Breakfast is served at Elementary and the Junior/Senior High Schools.

**12. GAMBLING**-Any form of gambling or implied gambling will not be permitted on the campus of Northwestern.

**13. GROSS/CHRONIC DISOBEDIENCE**-Gross/chronic disobedience of school rules is defined as but not limited to violations of the drug/alcohol abuse policy, assault/battery of a staff member, weapons possession or use thereof, false fire alarm, bomb threat, or explosive devices.

**14. HALL CONDUCT**-Students should exercise common courtesy while in the hall areas. Students may not be in the hall areas, during class time, without signed authorization. High school students are not permitted to loiter in the Junior High section unless they are going to the library or class. Likewise, the Junior High students are not allowed to loiter in the high school section. This applies to gym use before the first bell and during selected assemblies.

**15. HALL PASSES**-Students are not to be in the halls during class periods without a hall pass. Teachers are to issue each student an individual written pass. Each pass is a privilege that a faculty member may or may not grant. Improper usage of hall passes will result in the offender being disallowed the privilege. Forgery or altering a pass in any way will result in strong consequences. Penalties will range from revocation of all privileges to suspensions.

**16. LOCKERS**-A locker is to be used to store books, book bags, supplies, and outdoor garments. Students are cautioned not to use lockers for money or other valuables. The school cannot assume responsibility for articles missing from lockers. Lockers should be locked. Beverage containers that have been opened will not be allowed to be kept in lockers. Each student will be held responsible for the condition of the locker assigned. If a locker/lock does not function properly, please contact the office. School authorities may inspect and search school property and equipment owned or controlled by the school, as well as personal effects left there by a student, without notice to or the consent of the student. **Students have no reasonable expectations of privacy in these places or in their personal effects left there.** School authorities may search a student and/or the student's personal effects in the student's possession when there is a reasonable ground for suspecting that a search will produce evidence the particular student has violated or is violating the law or the District's student conduct rule. If a search produces evidence that the student has violated or is violating the law or the District's policies of rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**17. LOITERING**-No loitering is permitted in the restrooms, hallways, and other designated areas at any time.

**18. NUISANCE ITEMS**-Due to the inherent dangers and potential disruption of items such as, but not limited to, roller blades, skateboards, squirt guns, yo-yos, laser pens, etc., are not permitted at school. Such items will be confiscated and returned at the discretion of the teacher and administration.

**19. OBSTRUCTION OF AN INVESTIGATION**-Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be



false, present a potential danger to student and staff safety. Violators will be subject to the Board of Education's penalties for misconduct.

**20. OFFICE PHONE USAGE**-Receiving messages at school- The phone in the office is a business phone. Any calls to parents because of sickness must be made in the office by the office staff. Please try to make appointments, bus plans, alternate car rides, etc. before your student leaves for school in the morning. **Messages are a disruption of class time and cannot be delivered except in the case of an emergency. In addition, student phone usage in the office will be limited. Daily calls for homework, band instruments, uniforms, extracurricular activities, etc. will be banned unless an unforeseen change occurs.**

**21. PRESENCE IN AN UNAUTHORIZED AREA**-some of the unauthorized areas to students are (but not limited to), teachers' lounge, faculty restrooms, etc., unless accompanied by a faculty member. After classes end for the day, students are not allowed in the building except for school related activities such as athletics, clubs, meetings, rehearsals, tutoring, and detentions.

**22. PROJECTILES**-The throwing of any snowball, stone, or other missile is prohibited.

**23. RESTROOMS**-Restrooms are available during the passing time, lunch period, and in *emergency* situations during class time.

**24. SEXTING**-Use of a cellular phone, video recording device, camera, or other electronic device for the purpose of creating, sending, sharing, viewing, receiving, possessing, or storing an indecent visual depiction of oneself or another person is prohibited.

**25. STUDENT LANGUAGE-STUDENT EXPRESSION**-The administration reserves the right to prohibit expression that may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions or actions that are considered obscene to minors, are libelous or slanderous, injures, harasses or invades the privacy of other people; or disrupts the orderly operation of the school.

**26. THEFT**-The pilfering, theft, or illegal possession of another's property, including school property, and/or the taking of money, books, or other property through the use of threats, force or coercion is prohibited.

**27. VANDALISM/CARE OF SCHOOL PROPERTY**-The willful destruction of school property or the property of another individual is prohibited. A student which disfigures, defaces or destroys school property will be required to repair the damage or provide full monetary restitution for the damage in addition to any other discipline that may be imposed per District policy. This includes the writing on desks/lockers and lost or damaged textbooks. Altering or disabling a security device is prohibited.

**28. WEAPONS**-Any student who is determined by school officials to possess, use, transfer, or control a weapon on any school grounds, in any school bus, at any school sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, except where such possession, use transfer, or control is necessary to a legitimate part of a bona fide school program or activity, may be expelled for a definite period of time not less than one (1) year and not more than two (2) years, except as provided below.

For the purpose of this rule, "weapon" shall include, but not be limited to:

- Any type of "firearm", as defined in 430 ILCS 65/1.1, whether loaded or unloaded. The School Code also prohibits firearms as defined by 18 USC & 921 (US Criminal Code) and 720 ILCS 5/24-1 (Illinois Criminal Code).
- Any type "ammunition", as defined in 430 ILCS 65/1.1.
- Any type of "explosive material", as defined in 225 ILCS 210/1003(b).
- Any type of knife-like weapon.

- Any type of Billy club, brass knuckles, metal stars, or metal pipes.
- Any object which substantially resembles any of the objects listed above.
- Any object that is actually used to cause bodily harm to another person, attempted to be used to cause bodily harm to another person, or used to threaten bodily harm to another person, such as pepper spray and mace.
- Any item determined by school officials to have possessed, used, transferred or controlled in violation of this rule will be retained by school officials, and turned over to either a parent or legal guardian of the student at the end of the year or to the police.

The minimum length of expulsion may, in the Board of Education’s discretion, be modified in an individual case. Factors taken into account in such a decision may include:

- The seriousness of the student’s conduct.
- The history or record of the student’s past conduct.
- The likelihood that the student’s conduct will affect the delivery of educational services to other students.
- The severity of the punishment.
- The interests of the student.

The possession and/or use of any kind of pocket knife are prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the office until the end of the year where it may be claimed by a parent or guardian. Any student who uses a pocket knife as a weapon to threaten or harm another person during the school day or at any school sponsored and/or related activities shall be subject to the Board of Education’s disciplinary penalties for misconduct.

## **SOCIAL NETWORK PASSWORDS**

The school may request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the school has reasonable cause to believe that the student’s social networking account contains evidence that the student has violated a school disciplinary rule or policy. (105 ILCS 110/3.10)

## **DESTRUCTION OF PROPERTY**

If a student loses, destroys, or damages school property of books, he/she will be expected to pay for the loss. The administration will place a fair amount on the damage and notify parents of the cost. This act can lead to disciplinary action in accordance with the point system.

## **DISPLAYS OF AFFECTION**

The Board of Education hereby finds and determines that excessive displays of affection may cause substantial disruption to the educational process. All excessive displays of affection, including kissing and fondling, are prohibited anywhere on the school campus or during any school-sponsored event.

## GENERAL DISCIPLINE

When a student commits an act of gross disobedience or misconduct as defined by the School Board, the student's right to an education may be temporarily withheld (105 ILCS 5/10-22.6). No governmental agency, such as a school, may deprive a student of rights without due process of law. A student is entitled to procedural due process and must be allowed to present a defense and explain the circumstances of the actions in question.

The basic difference in suspension and expulsion is as follows:

1. A suspension is not to exceed ten (10) school days. An expulsion is from eleven (11) school days to a maximum of two (2) school years.
2. The Board of Education, the Superintendent, a Principal, or an Assistant Principal may suspend a student; only the local Board of Education can expel a student.
3. A student may be **SUSPENDED** after an informal hearing; a student may be **EXPELLED** after a formal hearing.

## SUSPENSION

The following procedures apply to suspensions:

1. Prior to any suspension, a conference will be held during which the student will be given written or oral notice of the charges against him or her, as well as any evidence to support the charges. The student will have an opportunity to respond to the charges.
2. A pre-suspension conference is not required 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, a student may be suspended immediately, with notice and conference to follow as soon as in practicable.
3. Any suspensions shall be reported immediately to the student's parent or guardian by mailing a written notice. The District will also make reasonable efforts to notify the parent or guardian by phone prior to the beginning of the suspension. The parent or guardian shall be informed of the reason for the suspension, the length of suspension, and their right to a review of the suspension by the School Board.
4. Upon the request of the parent or guardian, a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At such a hearing, the student has the right to a lawyer at the student's own expense to question the person who made the decision to suspend to present evidence, to call witnesses, and to make a statement on his or her own behalf.
5. A record of the proceedings will be made and retained by the School District and provided to the student upon reasonable reimbursement of incurred expenses.
6. If the suspension decision is reversed, all references to it in the student's records will be removed, and the School will give the student assistance necessary to make up missed school work.

## TYPES OF SUSPENSIONS

- 1. Temporary removal from an individual class: If a student is disobedient or disruptive, the pupil may be removed from the class temporarily.** The student will be assigned to another setting during the class period (usually the office). The student reports to all other classes. The student receives homework assignments and may participate in make-up tests. No parent notification is required and no appeal is authorized. In certain situations, a student may be taken home if the continued presence of that student (in the opinion of the administration) will continue to be substantial disruption in the school.
- 2. In-school suspension (directed study): Most district students who are suspended will be assigned to a “directed study” area, as determined by the administration.** Parental notification and due process will be given. During the period of in-school suspension, they will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises, except during the school hours. The student is expected to complete all assignments missed due to the suspension, including tests on a daily basis as required by the teacher. Use of electronic devices will be prohibited. Work must be completed manually.
- 3. Out-of-School suspension: A student may be suspended for up to ten (10) school days for acts of gross misconduct and/or persistent disobedience.** Parental notification and due process are required. During the suspension the student will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises during the period of suspension. This includes weekend events, if applicable. Work is allowed to be made up for 68% of what is earned. The parent or guardian is responsible for obtaining the make-up work for the student. Teachers will bring assignments to the office daily. All work is to be turned in to the office immediately upon arrival when returning from the suspension. Anything not turned in to the office upon arrival will result in a zero grade.

## EXPULSION

The following procedures apply to expulsion.

1. The student and the student’s parents will be notified of the expulsion and requested to appear at a School Board meeting to discuss their child’s behavior. The request shall be made by registered or certified mail and shall state the charges for dismissal (i.e. specific acts of misconduct), and the date, time, place, and purpose of the School Board meeting. The expulsion will not take place until after the School Board meeting.
2. At the hearing by the School Board, the student has a right to a lawyer at the student’s own expense, to question the person who made the recommendation to expel, to present evidence, to call, question, and cross-examine witnesses, and to make a statement on his/her own behalf.
3. A record of the proceedings will be made and retained by the School District and provided to the student or representative upon request and on a reimbursable basis.

In the interest of helping students, the School District may assist in providing or locating alternative educational opportunities for the suspended or expelled student. These opportunities may include alternative school settings. The Illinois State Board of Education provides information and assistance to school districts and students interested in educational alternatives within a school or off campus.

## OTHER DISCIPLINE ALTERNATIVES

Other discipline measures which can be taken by teachers and/or appropriate administrative personnel include, but are not limited to the following: (1) verbal reprimand, (2) parent conferences, (3) time out, (4) detention (lunchtime or after school), (5) loss of driving privileges, (6) withdrawal of privileges (including banishment from extracurricular activities), (7) behavioral contract, (8) peer counseling, (9) referral to counselor, (10) referral to social worker, (11) special assignments, (12) referral to police liaison officer, (13) rearrangement of class schedules, (14) directed study (in-house suspension), (15) restitution, (16) seizure of contraband, and (17) mandatory counseling.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. District employees are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

## DETENTIONS

Junior/Senior High detentions will be served during lunchtime or after school. Lunchtime detentions may be served the day of the incident; however, the date of the detention and reason will still be mailed home. Any staff member is authorized to write a Disciplinary Referral (D.R.), which may result in disciplinary action. **Failure to serve properly may result in more serious consequences. For example, refusal to serve lunchtime or after school detentions may result in an in-or-out-of-school suspension. In case of illness, the detention will be served on the next school day.**

### The rules to follow for detention are:

1. Students may not bring food or drink to detention.
2. During lunchtime detention, students will be served 1 hot lunch with white milk. No condiments, salt/pepper, or seconds are provided in lunch detention.
3. Sit in the seat assigned by the detention supervisor.
4. Bring enough material to keep busy the entire time. Failure to do so may result in rescheduling with additional detentions or in work tasks being assigned, or more serious consequences such as after school detention, or an in-or-out-of-school suspension.
5. No communicating with other students in detention.
6. No laying head or propping feet onto any desk or chair.
7. Follow all directions from the supervising teacher.
8. Students may be required to complete a reflective writing for each incident before completing the detention.
9. Lunch may be served after all other students have gone through the line.
10. Elementary students will serve after school detentions from 3:15-3:45 p.m. on selected days. Junior/Senior High School will be served for one hour after school on the assigned day(s).
11. Use of electronic devices will be prohibited. Work must be completed manually.

***In addition to the detention rules, the monitor may impose additional criteria to be followed.***

## SUBSTANCE USE/ABUSE POLICY

### RULES OF CONDUCT

Possession and/or use of any drugs, alcohol, tobacco, tobacco products or other intoxicants, as well as the possession, use, delivery, control of alcohol, drugs, drug paraphernalia, look-alike drugs, drugs prescribed for another, or other intoxicants is prohibited in any school context. This could include, but not limited to, the school grounds, the regular school program; a school sponsored activity including activities, which occur away from Northwestern Junior/Senior High School. It also includes other context clearly related to school functions, such as activities, which occur adjacent to school property, or school sponsored activities. These activities can occur before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school sponsored activity. Any student found in violation of this policy will be suspended for up to ten (10) school days per incident and will be subject to additional disciplinary actions including possible expulsion from school and all school activities (athletic participation and attendance, dances, prom, trips, and other activities deemed by the administration for one calendar year).

### Definitions

- A. **Tobacco.** For purpose of this policy, tobacco will mean cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked. (including electronic cigarettes or e-cigarettes)(Source: P.A. 86-821; 86-1028).
- B. **School Purposes.** Includes, but is not limited to, all events or activities or other uses of school property that the school board or school officials authorize or permit on school property, including, without limitation, all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate. (Source: 105 ILSC 5/10-20.5b).
- C. **Drugs.** Unless the context requires otherwise, the word “drugs” includes substances containing alcohol and/or mind altering drugs and substances recognized as drugs in The Physicians’ Desk Reference, Official United States Pharmacopeia, Official Homeopathic Pharmacopeia of the United States, or Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word “drugs” also includes substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.
- D. **Drug Paraphernalia-Possession Of.** “Drug paraphernalia” means all equipment, products, and materials of any kind that are peculiar to, marketed for, used in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician. Examples shall include, but not be limited to cigarette papers, pipes, holders of smoking materials of all types, cigarette rolling machines, and other items designed primarily for smoking or ingestion of tobacco products or of substances made illegal under any statute or of substance whose sale, gift, barter, or exchange is made unlawful under the Tobacco Accessories and Smoking Herbs Control Act, 720 ILSC 685.
- E. **Possession.** Any student who has possession or control of any alcoholic beverage, marijuana, and controlled substance other than as prescribed by a physician for that

individual, any other intoxicating substance, any “look-alike” intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. The term “possession” as used herein is defined to include the use of the student’s person, clothing, supplies, or automobile as well as school lockers, desks, or other school property for the storage of illegal substances.

- F. **Delivery.** Any student, who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia will be subject to disciplinary action. Delivery means a person’s immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment of other consideration.
- G. **Look-Alike.** A “look-alike substance” is a substance, which by dosage unit, appearance including color, shape, size, container and/or packaging, markings, or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or an illegal/controlled substance.
- H. **Under the Influence of Drugs.** A student is under the influence of drugs if his behavior or character is modified in any degree as a result of the ingestion, inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed “drunk” or “drugged” to be under the influence of drugs.
- I. **Using Drugs.** A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any school context.

## **PROCEDURES FOR REVIEW OF ELECTRONIC RECORDINGS**

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Administrator, including the Building Principal, Transportation Director, bus driver, and coach or other supervisor. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

## **PROCEDURES FOR SEARCHES**

### **INTRODUCTION**

The Principal or Designee may properly conduct or authorize a search of a student at Northwestern Junior/Senior High School, on the property, or on the school bus when the purpose of that search is to maintain the safety and discipline of the student body or to promote the orderly functioning of the educational environment. Searches will only be conducted for evidence of violations of law or Northwestern Junior/Senior High School expectations.

1. **Reasonable Cause-**Any search of students will only be conducted when a staff member has reasonable suspicion that the search will produce evidence that the student has violated or is violating with the law or District rules of student conduct, based on one or more of the following:

- a. Reliable reports or information from credible sources made known to school staff. If the source is anonymous, the information must show that the informant has a relationship to the school or student so as to give it credibility.
- b. Suspicious or evasive behavior suggesting violation of a school policy or law, or concealment of contraband, weapons, or stolen property.
- c. Observation of a student engaging in prohibited conduct or suspected prohibited conduct.
- d. Verbal statement of the student that he or she has a weapon/contraband or intends to harm students or staff with a weapon.
- e. The return of a student after having run away from the building and suspicion that the student went to a location where a weapon or other prohibited item would be available.

The Northwestern Junior/Senior High staff may also take into account the student's disciplinary history in the development of reasonable suspicion.

2. **Justifying the Procedure-** The scope for the search conducted must be reasonable related to the objective sought and the evidence searched for. The search shall follow the step-by-step process outlined in the Northwestern Junior/Senior High School Procedure. In determining if the search is related to the objectives sought, Northwestern Staff will consider:
  - a. The nature and severity of the violation to determine the permissible amount of intrusion into the student's privacy rights.
  - b. The area to be searched so that it will be no more extensive than required to serve Northwestern legitimate objectives.
  - c. The time and place where the search is conducted so that it will be as close as possible to the time and place of the suspected violation.
  - d. The duration of the search so that it will be no longer than to serve the school's legitimate objectives.
3. **Locker and Desk Searches-** Searches of lockers, desks, storage spaces, and other property owned by Northwestern School District #2 may be conducted at any time, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these areas.
4. **Searches of students and their Personal Belongings-** A search of a student and his/her personal belongings, including vehicles, will be conducted with reasonable cause and according to the Northwestern outlined procedures.
5. **Surveillance-** Surveillance shall only be conducted in hallways, classrooms, school buses, and other areas open to the public view where the students are permitted.
6. **Random Sweeps-** Random sweeps will only occur in cases of emergency where special circumstances require immediate action to avoid danger to persons or property.
7. **Police Involvement-** Police involvement shall be sought whenever Northwestern Officials uncover evidence of a violation of state law or when officials deem such involvement necessary or helpful in maintaining school or bus safety. The standard for a search or seizure by police is probable cause.

## **SEXUAL HARASSMENT**

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of the student's academic status; or
2. Has the purpose of:



- a. Substantially interfering with a student’s educational environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile”, and offensive, “include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

### **DISTRICT NONDISCRIMINATION COORDINATORS**

Mr. Patrick Bowman, District Office  
 30953 Route 111  
 Palmyra, Illinois 62674  
 217-436-2442

Mrs. Brandi Maxedon, Jr./Sr. High  
 30889 Route 111  
 Palmyra, Illinois 62674  
 217-436-2011

### **TEEN DATING POLICY**

According to (105 ILCS 110/3.10) The Northwestern School Board policy has adopted a policy stating teen dating violence is unacceptable and prohibited and each student has the right to a safe learning environment.

### **DRIVING**

Students’ driving to school is a privilege and will be treated as such. By the fact that a parent permits his/her child to drive, the school will assume no responsibility for a student’s driving habits or motor vehicles. Students will be expected to abide by the following rules:

1. An authorization/registration form signed by the student and parent/guardian including a copy of current proof of vehicular insurance must be on file in the office before parking tags will be issued. This registration form must list **ALL** vehicles that the student might drive.
2. A vehicle tag is required for parking on campus and must be purchased yearly in the office. This tag must be clearly visible within the designated area.
3. Students will exercise extreme caution when operating a motor vehicle on school property. Speed limit- 10 miles per hour on school property.
4. Upon arrival at school, the vehicle is to be parked and locked, and must remain so until the end of the day. **Students must leave cars as soon as they park and not return until school is dismissed.**
5. Students will be assigned a numbered parking space.
6. Student parking is in the **main lot only**, not in the circle drive, the north end of the building, by the dumpster, or the tin shed.
7. Students **must** yield to buses.
8. Only students going north may use the north exit.
9. Violation of Student Handbook rules will result in point’s assessment and may result in the loss of driving privileges and/or revocation of parking privileges.

10. Refer to number four under Procedures for Searches (p.24). Violations of any of these rules can and will result in the loss of driving privileges or vehicle being towed at the owner's expense.

## EXTRA-CURRICULAR MISCONDUCT

While participating in extra-curricular activities (either as a participant or as a spectator), students will adhere to Northwestern Community Unit School District No. 2 Discipline Code as well as all federal, state and local laws. Student misconduct during extra-curricular activities may be handled similarly to misconduct taking place during school hours on district premises.

Appropriate disciplinary measures may be taken by the sponsor/teacher/coach as well as referrals to the administration for disciplinary action in the event of misconduct. This may cause the student to be removed from extra-curricular activities and/or positions of leadership (e.g., Student Council, FFA, etc.).

Students and parents are reminded that participation in activities is a privilege. Students must assume responsibility for their behavior during their participation and abide by any rules and codes as may be implemented. Student misconduct will result in points being assigned and may result in the student's temporary or permanent removal from extra-curricular activities.

At the conclusion of a game or extra-curricular activity, students are expected to depart the premises in a timely manner. Students who do not depart in a timely manner may be banned from future extra-curricular activities or events.

## STUDENT DRESS AND GROOMING

Students will be expected to abide by the following policies that are designed to create an environment conducive to learning.

All students in the Northwestern District, grades K-12, are expected to wear clothing in a neat, clean and well-fitting manner. Students are to use discretion in their dress and are not permitted to wear apparel that is distracting or obscene. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere or disrupt the educational environment or process.

- Dress and grooming shall not be contrary to curriculum goals and/or educational objectives or advertise, promote, or picture alcoholic beverages, illegal drugs, or illegal or violent behavior.
- Dress and grooming including accessories shall not display lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols.
- Bare shoulders, bare backs and bare midriffs are unacceptable. All attire is required to have a neckline, which does not show the chest or cleavage area.
- All tops/shirts must have sleeves. The following types of tops (but not limited to) are not permitted: halter tops, tube tops, tops with spaghetti straps, and tank tops which violate the conditions stated in the opening of this dress code.
- Severely ripped clothes and pajamas are inappropriate for school and are not allowed. No holes causing skin to be visible. No tights underneath of ripped clothes to cover skin.
- Clothing made of fishnet fabric is not permitted.
- Hemlines may not be any shorter than mid-thigh (finger-tip length). **No Soffe shorts.**
- Ragged hemlines or cut off hemlines that drag shall not be worn in the buildings.

- Properly fitting clothing is to be worn. Undersized, oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waist. Sagging is prohibited.
- Appropriate footwear must be worn at all times.
- Roller blade type shoes are prohibited.
- Coats, sunglasses, and head apparel (hats, bandanas, scarves, etc.) shall not be worn in the buildings during the school day. No book bags, bags, or purses shall be carried throughout the buildings during the school day. These items are to be locked in student lockers.
- Pierced jewelry other than earrings worn in the ear shall not be worn.
- Chains are prohibited.
- Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times.

**Students who violate this Dress Code will be required to immediately change into attire previously approved by administration. Failure to comply will result in designated consequences. They will not be excused during the time that it takes to be in compliance with the Dress Code. Interpretation will be the responsibility of the Building Administrator(s). These rules apply to all student activities and transportation under the direction of the school. The following point system reflects all student activities in the same manner.**

## **JUNIOR HIGH AND HIGH SCHOOL**

### **MISCONDUCT/POINT SYSTEM**

<i><b>Point</b></i>	<i><b>Discipline</b></i>
5	1 lunch detention
10	2 lunch detentions
15	1 after-school detention
20	2 after-school detentions
25	In-school suspension (1-3 days)/Bus Suspension
30	In-school suspension (1-3 days)/Bus Suspension
35	In-school suspension (1-3 days)/Bus Suspension
40	Saturday School (In-School Suspension 3-5 days)
45	Saturday School (In-School Suspension 3-5 days)
50	Saturday School (In-School Suspension 3-5 days)
55	Saturday School (In-School Suspension 3-5 days)
60	Out-of-school suspension (1-10 days)
65	Out-of-school suspension (1-10 days)
70	Out-of-school suspension (3-10 days)
75	Out-of-school suspension (3-10 days)
80	Out-of-school suspension (5-10 days)
85	Out-of-school suspension (5-10 days)
90	Out-of-school suspension (5-10 days)
95	Out-of-school suspension (5-10 days)
100	Out-of-school suspension with Disciplinary Probation
120	Out-of-school suspension with recommendation For alternative school placement or expulsion

**5 point violations**

Abuse of Hall Pass  
Cell Phone Violation  
Dress Code/Appearance  
Excessive Talking in Class (repeated incidents)  
Gambling  
In Parking-lot without permission  
Parking violation  
Leaving lunch area without permission  
Leaving school without permission/not signing out  
Not bringing materials to class (repeated incidents)  
Obscenity  
Projectiles  
Public Display of Affection  
Sleeping in Class (repeated incidents)

**10 point violation**

Class dismissal  
Disrespect toward staff  
Disruptive behavior/Mischief  
Forgery  
Graffiti/Minor vandalism  
Lunch room violation  
Lying to faculty/staff/administration  
Not returning to class after activity

**15 point violation**

Computer misuse  
Misconduct under substitute teacher  
Unsafe driving in parking lot  
Gang/satanic graffiti/symbols/signing  
Rough housing  
Cheating/plagiarism

**25 point violation**

Disruptive devices  
Truancy

**30 point violation**

Defiance of authority  
Fighting  
Possession/use of tobacco products  
Theft  
Theft/vandalism of less than \$150.00

**40 point violation**

**Gesture/Obscenity toward staff**

**Harassment of student**

**Intimidation of student**

**Bullying**

**60 point violation**

**Threat/intimidation/harassment toward staff**

**Theft/vandalism of \$150.00 or more**

**Zero Tolerance**

**Drug/Alcohol abuse, etc.**

**Assault/Battery of Staff member**

**Weapons possession/Use**

**False Fire Alarm**

**Bomb Threat**

**Explosive Devices**

**Gross Disobedience or misconduct**

## **MISCONDUCT POINT SYSTEM GUIDELINES**

**35 points-** Discipline Warning Letter will be sent home.

**55 points-** Required Parent Conference. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *55 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the *school counselor/social worker*. The purpose of this conference is to develop a plan so the student can be successful in school.

**75 points-** Required Parent Conference. If a senior, the student will be unable to go on the senior trip. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *75 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the school *administrator*. The purpose of this conference is to develop a plan so the student can be successful in school.

**100 points-** The student will be placed on School **Disciplinary Probation**.

1. A student that accumulates **100** misconduct points or violates the policies of the Board of Education concerning misconduct may be placed on **School Disciplinary Probation** by a school administrator.
2. A student placed on probation shall be required to abide by the school's rules on tardiness, attendance, behavior, and such other specific conditions of the probation as may be established.
3. If the student fails to abide by the conditions of his or her probation or reaches **120** misconduct points, he/she may be subject to Alternative School Placement or an Expulsion hearing before the Board of Education.
4. While a student is on **School Disciplinary Probation** he/she will have the opportunity to contract with his/her teachers and the administration to eliminate misconduct points.
5. While on **School Disciplinary Probation** the student will not be allowed to attend any after school extra-curricular activities home or away.

**120 points-** When a student accumulates **120** points under the misconduct points system, the student will be recommended for expulsion or alternative school placement. The length of the expulsion or the option of alternative school placement will be determined on a case-by-case basis.

**Points may be earned back through an approved behavior contract with both the teacher and administration.**

### **SATURDAY SCHOOL GUIDELINES**

Saturday School is intended to provide an alternative to the suspension of a student out of school. Students will receive a three hour (8:00 a.m.-11:00 a.m.)Saturday School assignment. The student will be expected to bring enough work to keep them busy during the time assigned. **If a student does not attend Saturday School, does not bring work for the time assigned, or is sent out for behavior, he/she will be suspended out of school for two days with no credit given except for major works.** This out of school suspension will be for the two days of school immediately following the Saturday School. The second time a student chooses not to attend an assigned Saturday School; he/she will be assigned three days out-of-school suspension and will no longer be assigned Saturday Schools for the remainder of the semester. Once a student has failed to successfully complete two assigned Saturday Schools during a semester, inappropriate behaviors that would normally result in Saturday School assignment will result in an out-of-school suspension. **STUDENTS WHO ARE ABSENT ON FRIDAY ARE STILL EXPECTED TO SERVE ANY ASSIGNED SATURDAY SCHOOL.**

The rules and procedures for Saturday School are as follows:

1. Students will be given two school days' notice before serving Saturday School so they can make necessary arrangements.
2. Students should report to the high school commons by 7:50 A.M. on the day assigned.
3. If a student is late, he/she will not be admitted.
4. Students will be seated by the supervisor.
5. Students will be given a short break at 10:00 A.M.
6. Food, drinks, electronic devices such as I-Pods and laptops are not permitted. Cell phones should be powered off.
7. Sleeping is not allowed.
8. The supervisor has the responsibility to maintain regular classroom discipline. A student may be sent out of Saturday School for violation of rules or procedures. If a student is sent out of Saturday School, he/she will serve a 2-day out-of-school suspension.
9. Saturday Schools are expected to be served even though a student might be assigned out-of-school suspension during the same time period.
10. Students attending Saturday School are expected to follow the School Dress Code and follow all other student handbook policies.
11. If school is cancelled on the Friday before Saturday School due to snow day etc., then Saturday School will be cancelled as well and will be rescheduled.

### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

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 District shall comply with the Individuals with Disabilities Education Improvement Act and the Illinois State Board of Education’s special education rules when disciplining special education students. No special education student will be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## GRADING SYSTEM-HIGH SCHOOL

In September of 1998, Northwestern High School changed to a weighted grading system. Under this system a student can receive extra grade point value for certain “honors” classes. These grade points are used to calculate class rank, grade point average and honor roll. They do not affect credit given in anyway.

Students wishing to enroll in honors classes must have at least a 3.0 cumulative grade point average.

Honors Class	Regular Class	Honors Class	
A 5.0	4.0	Biology II	U.S. History CP
B 4.0	3.0	Spanish II, III, IV	Psychology
C 3.0	2.0	Chemistry II	Advanced Math
D 2.0	1.0	Algebra II	Physics
F 0.0	0.0	English IV CP	Calculus

## CREDITS AND CLASSIFICATION

<b>Sophomore</b>	5 Credits	<b>Junior</b>	12 Credits	<b>Senior</b>	19 Credits
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## GRADUATION REQUIREMENTS

*Students must complete at least 7 semesters prior to graduation.*

English I	1 credit	Consumer Ed/HRM	.5 credit
English II	1 credit	Computer Application	1 credit
English III	1 credit	Driver’s Education	.5 credit
English IV	1 credit	Health	.5 credit
Three years of Math	3 credits	P.E. (3 years)	3 credits
U.S. History	1 credit	Electives	8 credits
Constitution Test	Pass	Freshman Seminar	1 credit
Additional Soc. St.	1 credit	Learning Strategies	1 credit
Biology I	1 credit	Band, Art, Foreign Language	
Physical Science	1 credit	or Vocational Education	1 credit

**Required total credits 26 credits**

## ADD/DROP CLASS

Students will be allowed to request in writing to drop or add a class up to the completion of the third day of the semester. All changes must have administrative approval. Students dropping a class after this period will receive a failing grade for the semester. The administration reserves the right to make exceptions to the policy on a case-by-case basis.

## SEMESTER AND FINAL EXAMS

All Northwestern Junior High students are required to take both first and second semester exams in each of their classes. High School requirements are as follows:

1. All students, **including Seniors**, must take first semester exams.
2. Seniors who's PSAE test scores Meet or Exceed the Illinois Learning Standards for a particular subject area may elect to be excused from that subject's first semester final.
3. Any senior participating in early graduation may be required to take semester exams.
4. Students with an "A" average\* in a class and no more than 3 days excused absences **for the entire year**, or "B" average\* and no more than 2 days excused absences **for the entire year** may elect to be excused from taking the second semester exam. Students starting a new class 2<sup>nd</sup> semester must have an "A" average\* and no more than 2 days excused absences or a "B" average\* and no more than 1 day excused absences to be exempt from the final exam. Any student with 1 or more unexcused absences will be required to take the final exams. \*the average will be calculated using 50% 1<sup>st</sup> Semester (Q1, Q2, and Semester Exam) and 50% 2<sup>nd</sup> Semester (Q3, Q4).
5. Any student not required to take an exam may elect to take the exam to raise their score. If the exam does not raise their score, the student may choose to disregard the exam score.

*The campus will continue to be closed during the exam periods as it is during the year. This means that students will not be allowed to leave the building without prior administrative approval. Exams are scheduled on a two-period basis for each class with each day having four exam periods possible. Semester and final exams count for 15% of the grade for all Northwestern Junior and Senior High School students.*

## JUNIOR HIGH PROMOTION-RETENTION

Junior High School students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria: **Grades 7-8:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained. Final course grades are determined by averaging the 2 final semester grades (sum of final grades for S1 + S2 divided by 2).

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**



The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **DANCES**

The student body at Northwestern has the opportunity to attend several dances during the year. The dress code for most dances will be casual with the exceptions of Homecoming (semi-formal) and Prom (formal). Northwestern students must register any out-of-school date with the office prior to the dance. In addition, all dances are grade level specific; meaning if it is a high school dance, no junior high students will be allowed to attend. The Board has also approved the use of a breath analyzer at all dances. The procedure for this is as follows:

1. All Northwestern students and their guest entering the dance area will submit to testing. Students should arrive in a timely manner; the breath analyzer is available for only one (1) hour after the doors open.
2. Any non-Northwestern person attending the dance as a date, regardless of age, will submit to testing. Refusal will result in denial of entrance to the dance.
3. Students not passing the test will be detained for parent pick-up and face school and/or legal discipline measures.

Other Regulations:

4. No one can leave the building and expect to return to the dance.
5. Students who are absent from school on the day of the dance, (or the last school day before the dance) for any reason (illness, suspension, expulsion, etc.) are not permitted to attend unless they have received prior permission from the administration.
6. Students who misbehave during the school year (as determined by the administration) may be banned from extra-curricular events and activities, including dances.
7. The sponsoring club or organization must clean up after the dance and put tables and chairs back in proper order before the time of the next scheduled class in the gym.
8. All dances must be placed on the school calendar and approved by the principal.
9. All school dances are considered to be an extra-curricular activity. Students must obey the discipline rules as listed in other parts of the student handbook.
10. The administration must OK all outside guests to student only dances.
11. Refer to number six (6) under Student conduct (p.16).
12. Dance guests 21 years and older need proof of a background check at the individual's own expense and it must be submitted to the High School Office one (1) week prior to the dance.

## **EDUCATION TO CAREERS (SCHOOL TO WORK)**

Some seniors (also juniors with prior administrative approval) may participate in our school-to-work program. Prior approval of the program director and documented employment are required. The school-to-work program is for 7<sup>th</sup> and 8<sup>th</sup> periods only.

## SENIOR TRIP

The year-end senior trip is a privilege, not a property right. Students who choose to display misbehavior during the school year are in jeopardy of losing the privilege of participating in the trip. Seniors who do not attend the senior trip are expected to attend school during the senior trip. A senior who is not achieving a 77% semester average and a 77% quarter average at the mid-term of the 4<sup>th</sup> quarter in a class which is required for graduation will not be allowed to participate in the senior trip. A senior with graduation in jeopardy or who has reached 75 points or more level on the discipline system, will not be allowed to participate in the senior trip. **Students who move into the district in the 2<sup>nd</sup> semester of their senior year may be subject to an increased fee to attend the senior trip. In addition, any senior with more than three (3) days of unexcused absences (8 periods of unexcused absences equal one full day of absence) or more than 6 tardies will NOT be eligible for the senior trip regardless if a deposit has been made. Trip deposits will not be refunded.**

## COMMENCEMENT DRESS CODE

Shorts, “flip-flops” and other attire deemed inappropriate by the administration will result in exclusion from commencement ceremonies.

## EXCLUSION FROM COMMENCEMENT

A student may be excluded from commencement for any or all of the following reasons:

1. Failure to abide by the commencement dress code.
2. Any inappropriate displays/behavior during the last week of school.

## ATHLETIC & EXTRA-CURRICULAR

When a student becomes a member of a team, club, and/or organization, it is both an **honor** and a **privilege**, and carries the responsibility of a leadership role. The student becomes very visible as a representative of the Northwestern School District and must represent him/herself in an exemplary manner. The student is therefore responsible for the following rules listed under the extra-curricular guidelines:

## EXTRA-CURRICULAR EXPECTATIONS AND PHILOSOPHY

The purposes of extra-curricular programs are to provide students with the opportunity to experience wholesome activities on an interscholastic level. From their participation, students should gain a sense of commitment, dedication, and demonstrate high standards of morality, attitude, and conduct. Extra-curricular activities are sponsored to help increase the overall educational experience of students in the Northwestern schools. Participation in extra-curricular events is considered a privilege.

## STUDENT RESPONSIBILITIES

Students involved in extra-curricular activities, whether as participants or spectators, are representing themselves, their family, their school, and the community when attending an extra-curricular event. They are expected to maintain a high standard of responsibility at these activities.

Students involved in extra-curricular activity will:

1. Display good sportsmanship.
2. Display a high standard of conduct.

3. Demonstrate respect for authorities/teachers, coaches, officials, and sponsors.
4. Display a spirit of cooperation.
5. Maintain a neat appearance when representing Northwestern School District.
6. Use appropriate language.
7. Abide by all school rules.

## COACHES

Coaches/Sponsors of Northwestern teams will:

1. Travel to and from all events with their players.
2. Supervise players before, during, and after practices and games.
3. Complete pre and post season inventories of all equipment and supplies.
4. Schedule all practices and games through the athletic office.
5. Excuse absences from practice or games due to player's religious obligations, medical appointments, funerals, or family emergencies.
6. Behave in an exemplary manner at all practices and games.
7. Complete any other duties as specified by the athletic director.

## SCHOOL FACILITIES/EQUIPMENT

All students are expected to maintain facilities and equipment in an orderly manner. Clean up after each use and leave the area looking as good as or better than it was found.

All equipment must be turned in before the athlete may begin practice for the next sport, receive report cards, or athletic awards. If equipment is not turned in, the athlete will be billed and/or law enforcement called.

## TRANSPORTATION

Students are required to ride to and from events with their coaches and teammates, *with the exception that* a student's parent or guardian may sign a student out at the event to ride home with the student's parent or guardian. Failure to abide by the requirements above is considered Defiance of Authority which is a 30 point violation.

For the Northwestern co-op practices and events, transportation will be provided when a driver is available.

## PRACTICE

Athletes are required to attend all practices during the season. If the student does miss, he/she must tell the coach before the practice missed. Medical appointments, religious obligations, funerals, or family emergencies are exceptions. Appointments for personal convenience (i.e. shopping, hair, work) **will not** be excused. The following sequence may be used when an unexcused absence from practice occurs:

- 1<sup>st</sup> Athlete is suspended for one quarter of the next game.
- 2<sup>nd</sup> Athlete is suspended from one game.
- 3<sup>rd</sup> Athlete is removed from the team.

## ELIGIBILITY

The following list is a guide as to what will be expected of student athletes and cheerleaders at all times:

1. In accordance with the IHSA/IESA policies, Northwestern will determine eligibility using a “no pass, no play” procedure. Participants are required to pass in all classes in order to be eligible for extra-curricular activities.
2. Grades will be checked on a weekly basis with the Athletic Director retrieving grades from the computer system on Thursday afternoon and the coach being notified on Friday of any player being academically ineligible. The grade used to determine eligibility would be the grade received if the semester ended on that day. Ineligible students will be held out of all contests from the following Monday through Sunday. Exception: Athletes cooping at Greenfield will follow Greenfield’s ineligibility timing. When athletes are ineligible because of grades, they are not allowed to dress for games or leave early to get ready for a game. It is the coach’s decision whether or not the athlete sits on the bench.
3. During the sports season any student who is academically ineligible will be allowed to practice but cannot participate in a competition.
4. If a student is ineligible or suspended from a game and he/she attends school that day, the student may be required to attend the game and sit with the team at the coach’s discretion. If a student is absent from school or the game due to illness or any other excusable reason that game will not count as the suspended contest.
5. If a student misses any part of the last four (4) periods of the school day because of illness or an unexcused absence, the student will not be allowed to participate in any team activity that day.
6. In order to participate in an interscholastic activity, students must complete the following prior to the first practice:
  - A. Have a current (less than one year old) record of a physical examination on file in the school office.
  - B. Have a current (present school year) signed student/parent insurance waiver form on file in the school office.
  - C. Have paid the activity fee per board approval.
  - D. Have a completed Photo form.

Failure to comply with any of the above criteria shall give the administrator, coach, or sponsor of said sport or activity the authority to release the participant for any number of games and/or extra-curricular activities.

## ATHLETIC PROGRAMS

Athletic programs, which may be offered at Northwestern Junior-Senior High School, are:

### Junior High Sports

Cheerleading  
Boys Basketball  
Volleyball

### High School Sports (With Greenfield)

Cheerleading  
Baseball  
Softball  
Football  
Girls/Boys Track  
Girls/Boys Basketball  
Volleyball

## **ATHLETIC EQUIPMENT USE**

Athletic equipment should not be worn in gym classes or elsewhere, other than in regular athletic contests or scheduled practices, unless directed by the Coach.

Athletes are responsible for all equipment and clothing issued to them or entrusted to them for their use. Damages or lost articles must be paid for a replacement cost.

## **GROOMING**

Athletes must wear their hair in a proper length that will not interfere with their safety and/or IHSA (IESA) regulations.

## **STUDENT/ATHLETE RULES OF CONDUCT**

All students/athletes must adhere to the rules and regulations of the *Extra-curricular Guidelines* that will be distributed and signed by parents and students prior to each season.

## **ATHLETIC PARTICIPATION FEE**

During the school year, all athletes must pay a participation fee. Co-op participation fees will be paid to the host school. The cost of the participation fee is \$35 for Jr. High Cheerleading, \$40 for Jr. High Basketball and \$40 for Jr. High Volleyball.

If the athletic participation fee cannot be paid and the student wishes to participate in a sport, he/she should contact the Athletic Director or Principal.

No athletic participation refunds will be given after the first official practice.

## **INSURANCE**

Students are covered against medical expenses for accidental injuries that occur while attending regular school sessions and participating in activities exclusively organized, sponsored and supervised by school employees, except for tackle football.

This coverage is provided as secondary insurance to parents and students in the local district. There will be no charge for the coverage as long as no additional expense is incurred for the plan by the district.

Certain exclusions and limitations will apply; even if a student/family already has insurance protection, the student accident coverage can help fill the gaps in the coverage left by deductibles or coinsurance payments. Applications for benefits are available in each school's office. The district assumes no responsibility for any accident or for the filing of claims. Claims must be filed immediately after an accident by the student/parent.

Co-op athletes must follow the Greenfield-Northwestern Athletic Co-op insurance guidelines.

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its

branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance form a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **EXTRA-CURRICULAR GUIDELINES**

- I. The major offense includes use or possession of alcoholic beverages, tobacco, drugs, narcotics, or hallucinating agents.

**OFFENSES & ACTIONS:**

**BOYS & GIRLS SPORTS**

FOOTBALL	VOLLEYBALL	TRACK
FB CHEERLEADING	BASKETBALL	
SOFTBALL	BB CHEERLEADING	
BASEBALL		

**ALCOHOL**

1 <sup>st</sup> Offense	2 Games	4 Games	2 Meets
2 <sup>nd</sup> Offense	6 Games	12 Games	6 Meets
3 <sup>rd</sup> Offense	(1) Calendar Year Suspension		

**ILLEGAL DRUGS**

1 <sup>st</sup> Offense	6 Games	12 Games	6 Meets
2 <sup>nd</sup> Offense	(1) Calendar Year Suspension		

**TOBACCO**

1 <sup>ST</sup> Offense	½ Game	1 Game	½ Meet
2 <sup>nd</sup> Offense	2 Games	4 Games	2 Meets
3 <sup>rd</sup> Offense	Rest of Season		

### **OTHER EXTRA-CURRICULAR ACTIVITIES**

In addition to the athletic programs listed above, the following extra-curricular activities will abide by the extra-curricular guidelines.

National Honor Society	Student Council	JH Service Club
HS FFA	FCCLA	JH FFA
Library Club	Drama Club	Science Club
Annual Staff	Spanish Club	Flags
Band Activities	Various Clubs	

**ALCOHOL**

1 <sup>st</sup> Offense	No participation in next 2 activities
2 <sup>nd</sup> Offense	No participation in next 4 activities

**ILLEGAL DRUGS**

- 1<sup>st</sup> Offense No participation in activities for 1 Semester
- 2<sup>nd</sup> Offense Suspension from Student Council from 1 year

**TOBACCO**

- 1<sup>ST</sup> Offense No participation in next activity
- 2<sup>nd</sup> Offense No participation in next 3 activities
- 3<sup>rd</sup> Offense Suspension from Student Council for 1 year

**ANY ALCOHOL, ILLEGAL DRUG, OR TOBACCO OFFENSE WILL RESULT IN ANY OFFICER LOSING HIS OR HER CURRENT POSITION.**

II. If the offense occurs in a season, the disciplinary action will be carried into the next season proportionately. This will be a season the athlete must compete. If the student athlete is out of season, she/he will have the option to substitute the following punishments. This does not apply to the in-season athlete. This applies to all activities, not only sports. **This is for the 1<sup>st</sup> offense only.**

**ALCOHOL**- 20 hour’s school service or 4 weeks extra-curricular suspension.

**ILLEGAL DRUGS**- 40 hour’s school service or 6 weeks extra-curricular suspension.

**TOBACCO**- 5 hour’s school service or 1 week extra-curricular suspension.

III. Before any suspension provided under these rules shall take effect, the student shall be verbally informed and advised by the head coach. Violations will not be accepted on hearsay.

IV. Rules and regulations may apply to association with a minor using or having in their possession any illegal substance as well as someone using it themselves.

V. any second offense during the out-of-season (within one year time frame), the student athlete may be punished during the next participating season.

VI. Students remain on probation for a period of 1 year after a disciplinary action. If he/she receives no major discipline in that year, they are released from probation and returned to original status.

VII. Each coach has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance, detentions, curfew, dress, general appearance, conduct, profanity, etc. These rules as well as the disciplinary action to be carried out will be set by the individual coach.

VIII. Athletic season dates are as follows:

High School

Volleyball	August to October (or end of State Tournament play)
Football	August to October (or end of Playoff participation)
Basketball	November to February (or end of State Tournament play)
Track	January to May (or end of State Meet participation)
Baseball	February to May (or end of State Tournament play)
Softball	February to May (or end of State Tournament play)

Jr. High School

Basketball	October to February (or end of State Tournament play)
Volleyball	November to March (or end of State Tournament play)
Summer Basketball	June
Football Passing League	July
Volleyball League	June and July

The above dates outline “In Season”. Punishments not completed during the season may be finished out of season through service work or carried over to the following. This will be decided by the coach with input from the athlete.

IX. Some punishment may be substituted through professional counseling provided the coaches, parents, athletic director, and student agree.

**NOTE:** Coaches reserve to counsel athletes and consult with parents as situations arise of in or out-of-season dates.

## IHSA REGULATIONS

Students must abide by IHSA regulations at all times. The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

## IESA ELIGIBILITY RULES

Students must abide by IESA guidelines at all times.

## SPORTS AWARDS

These awards are given to every athlete when they participate for a full season of a sport:  
1<sup>st</sup> year- Junior High N

Athletes may receive up to three (3) pins per sport.

In order to receive any award, athletes must finish the season with the team. The only exception will be in the case of illness or injury.

## ELEMENTARY (PRE-K TO 6) INFORMATION

### ADMISSION TO NORTHWESTERN ELEMENTARY SCHOOL

A child must be five (5) years of age on or before September 1 of the school year to enter kindergarten. A child entering kindergarten must present a certified copy of a birth certificate within 30 days of enrollment.

**A student will not be allowed to attend class after the deadline without a birth certificate or other legal evidence of a birth date.**

There is no provision for mid-year registration. If a child reaches his/her fifth birthday after September 1, he/she will not be eligible to enroll until August of the following year. Should a child be enrolled in an adjoining school district in this age group with the intent to enroll the child in



Northwestern Elementary School when he/she becomes five, the child will not be enrolled in District No. 2 until the following year. This violates the intent of the law and school policy.

## NORTHWESTERN ELEMENTARY SCHOOL'S GENERAL RULES

### GENERAL RULES

1. Treat others as you wish to be treated.
2. Stay in assigned areas.
3. Be prepared for class.
4. Show respect for personnel by following directions the first time they are given.
5. Keep hands, feet, and objects to yourself.
6. No name-calling, obscenities, crude gestures, teasing, roughhousing, or fighting.
7. Respect school property and the property of others.
8. Caps, hats, head coverings, and sunglasses are to be removed when inside the school building.
9. No cheating or copying each other's schoolwork.
10. No CD players or other electronic devices are allowed unless prior approval is given.
11. Students must obey Junior/Senior High School rules when in the Elementary building.

### RECESS PROCEDURES

Students will have Physical Education every day with Mrs. Fones and a morning recess before lunch every day. Students will go outdoors as much as possible. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should **always dress for outside recess**. When a child is unable to go outside, a note stating the reason should be sent by the parent or guardian to the teacher. If a child is to remain inside for more than 3 days, **a note from your doctor will be required**.

The general rules for these periods are:

1. Show respect for school personnel by following directions the first time they are given.
2. Stay in assigned area.
3. Keep hands, feet, and objects to yourself.
4. Stop playing and line up quickly when the whistle is blown.
5. Use equipment properly.

### GENERAL OUTSIDE PLAYGROUND RULES

The outdoor playground and equipment are designed for the children to enjoy in a recreational and safe way. Students are to remain on the designated area of play during recess. When the fields are wet or muddy, they will become off-limits. The following rules are provided as a guide for a fun and safe playground:

1. Misuse or destruction of the playground equipment will not be tolerated.
2. Tackle football is not permitted.
3. Kicking, wrestling, pushing, tripping, and spitting will not be tolerated.
4. No skates or skateboards are allowed.
5. All misunderstandings are to be settled by the supervising teacher.

6. You must ask the adult on duty if you need to re-enter the building.
7. Do not bring toys to school recess.
8. If a student brings something to recess that they shouldn't, the aide shall take away the item and return it after recess.

### **INSIDE RECESS RULES**

Generally, the students will remain in their classrooms during indoor recess.

1. Show respect for the school personnel by following directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Do not run, tag, chase, push, or shove others.
4. Do not throw balls or other objects in the room
5. Keep noise to an acceptable indoor level.
6. You must have permission from the adult to leave the classroom.

### **LUNCH ROOM**

1. Aides are in charge and may give directions to students.
2. Use good manners at the tables and at recess.
3. Students should sit where directed.
4. Students should keep voices low. Do not yell or scream while in the cafeteria.
5. Keep your hands and feet to yourself. Do not touch the food or trays belonging to others.
6. No toys are allowed in the lunchroom.

### **TARDIES**

Students in grades K-6 will be considered tardy if they are not in their rooms by 8:10 A.M. If a student arrives after 8:10 A.M., he/she is required to get an admit slip from the office. Parents have the responsibility by state law to have children in school at the start of the day.

### **ELEMENTARY STUDENT DISCIPLINE GRADES K-6**

We want your child's educational experience to be a very positive one. In order for your child to get the most out of his/her school day, good classroom discipline must be maintained. Teachers will maintain their own set of classroom rules and teacher aides will maintain cafeteria and playground rules. However, in some instances it may become necessary for the principal, special education director or social worker to become involved in your child's discipline. At the time when the principal or someone other than your child's teacher needs to become part of the child's school discipline; the following steps will possibly be implemented. Extreme and repeated instances may result in immediate isolation, suspension or recommendation for expulsion to the board of education. Intervention can be implemented at any level if the teacher has already implemented prior steps.

**LEVEL I ACTIONS:** Violation of classroom rules set by the teacher; violation of playground rules set by the teacher or aide; profanity; cell phone or other prohibited electronic device; and non-violent bus situations.

**LEVEL I CONSEQUENCES:** Disciplinary Referral and possible telephone call; verbal warning/counseling; parent contract; loss of recess; noon detention; after school detention. After the third violation for the same offense, an after school detention will be given. After six violations for any reason, an after school

detention will be given, and if the student continues level I actions then he/she will go to level II consequences.

**LEVEL II ACTIONS:** Repeated Level I behaviors; bullying behaviors such as teasing, taunting, threatening or indirect bullying behaviors that would socially isolate another through intentional exclusion; sexual harassment; theft; property damage; gross vulgarity; defiance, disrespect or flagrant disobedience; use or possession of tobacco or smoking materials; physical violence or deliberately harming another person; possession of contraband items; unauthorized use of cell phones during the school day.

**LEVEL II CONSEQUENCES:** Disciplinary Referral; possible parent conference; possible loss of privileges or after school detention; possible in school isolation or suspension; possible referral to social worker or school psychologist for observation and possible educational/behavioral evaluation; removal from class pending parent conference.

**LEVEL III ACTIONS:** Selling or transferring drugs on school grounds; possessing or under the influence of alcohol, drugs, or drug look-alikes on school grounds; possession of a firearm or any item that may be used as a weapon; deliberately harming or threatening to harm school personnel; continued or extreme sexual harassment; gross disobedience or misconduct as defined by board policy which is defined in student handbook.

**LEVEL III CONSEQUENCES:**

1. If a student is found selling or transferring drugs on school grounds the student will be given an immediate 10 day suspension, law enforcement authorities will be called.
2. If a student is found using or possessing drugs or any other intoxicants on school grounds the result will be up to 10 days suspension; notifying authorities;
3. Possession of a firearm, explosive device or any other item that can be construed as a weapon will result in a 10 day suspension; confiscation of weapon; notification of authorities; and recommendation to the school board for expulsion. A student who is determined to have brought a firearm or other weapon to school; any school sponsored activity or event which bears a reasonable relationship to school, shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board of education on a case by case basis.
4. Striking, threatening or attempting to harm any employee of this school district will result in a 10 day suspension with recommendation for expulsion made to the school board. Law enforcement authorities will be called.
5. Any action which in the opinion of school authorities constitutes gross disobedience or misconduct as defined by board policy as defined in student handbook will result in out of school suspension for up to ten (10) days with a possible recommendation for expulsion to the board of education.

## **PROMOTION-RETENTION**

Elementary school students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria:

**Primary Grades 1-3:** Students shall be doing passing work/making progress in core subjects according to the following grade level requirements.

**First Grade:** It is critical that the student must pass/be making progress in reading. It is strongly recommended that the student be passing math as well.

**Second and Third Grade:** the student must pass/be making progress in Reading and Math.

**Grades 4-6:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained.

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **PRE-KINDERGARTEN PROGRAM**

Our Pre-K program is funded by a grant from the State of Illinois and is tuition free. The purpose of the grant is to seek and to provide opportunities to children, age 3 to 5 (non-kindergarten age), who have been screened and identified in need of early intervention. The criteria used for placement are as follows:

1. Developing in developmental areas (cognitive, speech and language, social emotional, fine motor, and gross motor) and,
2. Other at-risk factors including health-related or family issues may also influence eligibility into the program. The entire Pre-K staff will strive to provide opportunities for young children that will strengthen their potential in all developmental areas and enable them future success in school.

Our goal is to prepare young children with life-long learning skills for success in future schooling. This goal is accomplished through a developmentally appropriate program of “hands-on” experiences necessary for success within the school environment. The preschool year will mainly focus upon language and social development. The educational program will include:

- a. Reading and Writing readiness
- b. Language development
- c. Personal and Social development
- d. Fine and Gross Motor skills
- e. Auditory/Visual coordination
- f. Science appreciation
- g. Social Studies appreciation
- h. Music appreciation
- i. Health and Safety
- j. Field Trips

The curriculum will be based on learning centers with children’s project planning and choice making because young children learn best by doing. Play is the work of young children.

An important element in the success of our Pre-K program is the parental involvement component. Parent involvement is an invaluable part of a child’s education, because parents are their child’s first teachers. We want parents to be active participants in the education of their child. There

are monthly opportunities for parent participation. This includes home visits, classroom visits for interaction between parent and child, parenting classes, parent-teacher conferences, and family nights with educational components, parent information nights and field trips.

## **MEDICAL**

Any illness or injury should be reported to the office. An accident report will be filled out on the student's injury. If the injury or illness appears to warrant it, parents will be contacted for information and instruction. It is important that all pertinent information regarding home address, home phone numbers, parents' place of employment and employment phone numbers, as well as emergency contacts, be kept current in case emergencies arise.

Parents of students with special medical needs (e.g., hemophilia, diabetes, epilepsy, etc.) should inform the school nurse or building principal of such conditions so that appropriate action may be taken when and if necessary. **The student's physician should supply information pertaining to health conditions and/or physical restrictions.**

## **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

Parents/guardians shall present proof that the student received a health examination by a licensed physician and immunizations against, and screening for, preventable communicable diseases, as required by Illinois Department of Public Health, within one year prior to:

1. Entering Pre-Kindergarten, Kindergarten, sixth and ninth grades.
2. Entering school for the first time.
3. Transferring from a school out-of-state or out-of-country.

It is a school policy that all students participating in athletics must have an annual physical examination and be in compliance regarding immunization.

If a student does not comply with the requirements for physical examinations or immunizations by the first day of student attendance of the current school year the student will be excluded from school until proof of having received such or written proof of a scheduled appointment is presented to the district office. Transfer students will have 30 calendar days from their first day of enrollment to meet these requirements.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520).

## **EYE EXAMINATION**

Parents/guardians of students entering Kindergarten or school for the first time shall present proof before October 15 of the current school year that the student received a comprehensive eye examination by a qualified eye doctor such as an optometrist or ophthalmologist within one year prior to entry of school.

If proof is not submitted by October 15 the student's report card may be held until such proof is presented.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to an eye doctor.

## **DENTAL EXAMINATION**

All students in Kindergarten, Second and Sixth grades must present proof of having been examined by a licensed dentist before May 15 of that school year in accordance with rules adopted by the Illinois Department of Public Health.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to a dentist.

## **VISION AND HEARING SCREENINGS**

Vision and hearing screenings will be given to required students on an annual basis.

## **PARENTAL MEDICAID NOTIFICATION**

Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR part 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

## **CONTAGIOUS DISEASES**

Students suspected of having any contagious disease will not be permitted to remain at school unless authorized by a physician. In all cases, school officials shall be governed by the orders of local health officers of the State Board of Health offices.

## **HEAD LICE**

The school nurse will screen the students individually or by classrooms as indicated by the prevalence of head lice. When a student is identified with signs of head lice the following steps will be taken:

1. The parents or a responsible adult will be notified if signs of head lice are present and the student will be sent home. Written and verbal information will be provided to assist parents in the treatment of head lice. The student's hair must be treated and the nits removed.
2. Students will not be allowed to attend school if they have lice or nits.
3. The personnel in that school should screen siblings attending other schools.
4. Parents must make an appointment to have the student re-screened by the school nurse before returning to school. The parent or responsible adult must accompany the student for this screening. To schedule an appointment, call the school nurse at (217) 436-2442.

## **PRESCRIPTION/NON-PRESCRIPTION DRUGS AND THE ADMINISTRATION OF MEDICATION**

The purpose of administering medication to a student during school hours and related activities is to provide the most favorable condition of health conducive to his/her education curriculum.

If it is considered necessary for a student to take prescription or non-prescription medication at school, the following procedures (recommended by State Board of Education and Illinois Department of Public Health and American Academy of Pediatrics) must be carried out to provide a safe and healthy method of administration.

1. The parents or guardians must get a written request for prescription or non-prescription medications from the student's licensed prescriber to be presented at school before the medication can be administered to the student. This request must include the following information: student's name, licensed prescriber and signature, name of medication (dosage, route of administration, frequency and time of administration), date of prescription, date of order, discontinuation date, diagnosis requiring medication and other pertinent information, intended effect of medication, other medications the student is receiving, and the time interval for re-evaluation. This request will be kept in the school health files.
2. It is the responsibility of the parents or guardians to bring the licensed prescriber's request with written permission from parents or guardians, and medication to school.
3. All prescription medication must be brought in the original pharmacy container.
4. With a current doctor's orders, urgent non-prescription medications may be given to children who experience sudden, sub-acute illness such as headaches, toothaches, menstrual cramps, upset stomach, etc. Parents must provide all non-prescription medications and they must be brought to school in manufacturer's original container with the student's name attached to the container. Manufacturer recommended dosing schedules will be followed on all non-prescription medications unless written instructions are received from your licensed health care provider.
5. All medications will be stored in a secure area in the Junior/Senior High Office, Elementary Office, or Medical Office. Students may not carry and self-administer other common medications, such as acetaminophen, ibuprofen, cough drops, etc.
6. The person administering the medication must document each dose of medication. Documentation must include the following information: name of medication, time dosage, route, and signature of the person administering or supervising the student in self-

administration. If the medication is not administered as requested, the reason will be documented and signed.

7. At the end of the treatment regime, the parents or guardians will be responsible for removing any unused medication from the school office. If the medication has not been picked up by the end of the school year, the medication will be destroyed and documentation will be noted in the student health file.
8. All permission for long-term medication must be renewed annually. If there are any changes in medication, there must be written authorization from the licensed prescriber.
9. A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and /or medication, or the storage of any medication by school personnel". (Policy 7:270)

**The school district retains the discretion to reject requests for administration of medication.**

## **HOMEBOUND INSTRUCTION**

Homebound instruction is for those students who are unable to attend school due to physical or other medically related problems. Parents should notify the building principal of the need for their child to participate in homebound instruction. To qualify as a homebound student, the student must submit a physician's statement to be kept on file and complete an application for home services signed by the physician.

## **STUDENT TRANSFERS**

A student seeking admission to a district school must meet all residencies, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. A student must also present a completed "good standing" form from the school form which the student is transferring.

In accordance with Section 2-3, 12 (a) of the School Code, all public school districts are to provide this form to any student who is moving out of the school district to verify whether or not the student is "in good standing" and whether or not his/her medical records are up-to-date and complete as defined in Section 2-3 13 (a). "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to attend classes, as of the date of the form. No public school district is required to admit a student unless he or she can produce this form from the student's previous public Illinois School District enrollment.



## **STUDENT WITHDRAWAL**

Any student withdrawing from school to go to another school system is required to have a withdrawal record. The following information will be included:

- a. Good standing form
- b. Clearance list (texts and P.E. locks turned in)
- c. Estimated grades to date
- d. Administrative clearance (fees paid)

Please notify the school a few days in advance of the last day the student will be in attendance.

## **NO CHILD LEFT BEHIND**

No Child Left Behind (20 USC 6311 (h)(6)) requires each school district that receives Title I funds to notify parents that, they may request, and the school district will provide, information regarding the professional qualifications of their student's teachers, including at a minimum:

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

## **SCHOOL VISITATION RIGHTS**

Illinois law requires that employers grant employees leave of up to a total of 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to their children if the conferences or classroom activities cannot be scheduled during nonworking hours. However, no leave may be taken by employees unless they have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to them except sick leave and disability leave. Before arranging attendance at conferences or activities, employees must provide their employers with a written request for at least 7 days in advance. In emergency situations, no more than 24 hours' notice is required. Employees must consult with their employers to schedule leave so as not to disrupt unduly the operations of their employers. Leave provided for visitation does not have to be paid leave.

For the purpose of this notice:

"Employee" means a person, except an independent contractor, who performs services for hire for an employer for:

1. At least 6 consecutive months immediately preceding a request for leave; and
2. An average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months

"Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or nonprofit organization.

## **SCHOOL FEES**

Under certain circumstances, waivers for some school fees may be granted. Contact the office for further information.

### **ILLINOIS SCHOOL STUDENT RECORDS ACT**

The Illinois School Student Records Act divides school student records into “student permanent records” and “student temporary records”.

“Student permanent records” contain the minimum personal information necessary for the education of students. Such information shall include a student’s name and address, birth date and place, gender, parents’ names and addresses, academic transcript including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, attendance records, accident reports and health record, record of release of permanent record information, scores received on all State Assessment tests administered at the high school level, and such other entries as the Illinois State Board of Education may require or authorize; and may include honors and awards received, and information concerning participation in school-sponsored activities or athletics.

“Student temporary records” contain all information within school student records not contained in student permanent records. Such information shall include a record of release of temporary record information, scores received on State Assessment tests administered at the elementary grade levels, information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or a sanction, information required under Section 8.6 of the Abused and Neglected Child Reporting Act, and may include a student’s family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations or anecdotal records, participation in extra-curricular activities, including any offices held in school-sponsored clubs or organizations, honors and awards received, special education files, and other information of clear relevance to the education of the student. Temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school.

### **RIGHT TO INSPECT AND COPY SCHOOL STUDENT RECORDS; LIMITATIONS; COST FOR COPYING**

A parent or any person specifically designated as representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent’s child. A student has the right to inspect and copy his or her school student permanent record.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. No school employee shall disclose to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner’s child or children are enrolled. A copy of the order of protection shall be maintained in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection.

The cost for copying school student records shall be the actual cost of providing a copy or copies, provided that such costs shall not exceed \$ .35 per page. No parent or student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

## **CONTROL OF ACCESS AND RELEASE OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No. 2 reserves the right to control the access to and release of school student records. The District has the right to request a copy of any information released. All rules and regulations developed by the Illinois State Board of Education in compliance with the Illinois School Student Records Act, the Family Educational Rights and Privacy Act and the Freedom of Information Act will be observed by Northwestern CUSD No. 2.

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 the Illinois School Student Records Act or its regulations.

School student records or information contained therein may, consistent with Illinois law, be released, transferred, disclosed or otherwise disseminated, without parental consent, to the following:

1. A parent, student or person specifically designated as a representative by a parent;
2. An employee or official of the District or Illinois State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. Official records custodians of another school in which the student has enrolled or intends to enroll, upon request of such official or student;
4. Any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
5. Any person pursuant to a court order;
6. Any person specifically required by State or Federal law;
7. Juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court;
8. Subject to regulations of the Illinois State Board of Education, in connection with an emergency, to appropriate persons if the information is necessary to protect the health or safety of the student or other persons;
9. Any person with the prior specified dated written consent of the parent designating the person to whom the records may be released;
10. A governmental agency, or social service agency contacted by a governmental agency, in furtherance of an investigation of a student's school attendance;
11. SHOCAP committee members who fall within the meaning of "state and local officials and authorities", as those terms are used within the meaning of the Family Educational Rights and Privacy Act, for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; and
12. The Department of Public Aid in furtherance of the requirements of the School Code or the School Breakfast and Lunch Program Act.

## **RIGHTS AND PROCEDURES FOR CHALLENGING SCHOOL STUDENT RECORDS**

Parents have the right to challenge the accuracy, relevance or propriety of any entry in the school student records of their child, exclusive of:

Academic grades of their child; and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring.

Parents also have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in the record.

Northwestern CUSD No. 2 shall abide by the procedures prescribed by the Illinois State Board of Education when a challenge is made. Parents who desire to challenge school student records of their child may request a hearing by submitting a written request to the District, which said request shall contain notice of the specific entry or entries challenged and the basis of the challenge. Challenge procedures shall include the following:

1. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated.
  - A. A hearing officer, who is not employed in the school in which the student is enrolled, shall be appointed by the school.
  - B. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
  - C. At the hearing each party shall have the following rights:
    1. The right to present evidence and to call witnesses;
    2. The right to cross-examine witnesses;
    3. The right to counsel;
    4. The right to a written statement of any decision and the reasons therefore; and
    5. The right to appeal an adverse decision to an administrative tribunal or official established or designated by the Illinois State Board of Education.
  - D. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
  - E. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parents and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
    1. To retain the challenged contents of the student record;
    2. To remove the challenged contents of the student record; or
    3. To change, clarify or add to the challenged contents of the student record.
  - F. Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures.
  - G. Upon receipt of such documents, the Regional Superintendent shall examine the documents and record to determine whether the District's proposed action in regard to the student's

- record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school with 20 school days of the receipt of the appeal documents.
- H. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located (see Section 7(c) of the Act).

#### Directory Information and Disclosure

Information that may be designated as directory information shall be limited to:

1. Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses;
2. Academic awards, degrees, and honors;
3. Information in relation to school-sponsored activities, organizations, and athletics;
4. Major field of study, and,
5. Period of attendance in the school.

"Directory Information" may be released to the general public, unless parent requests that any or all such information not be released on his/her child.

### **DESTRUCTION OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No.2 annually reviews all school student records. Student permanent records are retained for not less than 60 years. Student temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school. Parents of students and students who graduated or left this school prior to five years ago are hereby notified that if they wish a copy of their temporary records before they are deleted or destroyed, they must make that request to the records custodian, at Northwestern Elementary School, 436-2442, or Northwestern High School at 436-2011. The scheduled destruction date of temporary records is August 15 of each year. Questions regarding school student records and procedures should be directed to the school district superintendent.

### **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extra-curricular opportunities shall be available for all students without regard to, race, color, national origin, ancestry, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, on the basis of sex or disability, be discriminated against in the provision of programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extra-curricular programs and activities.

Any individual may file a sex-equity, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described below.

The Superintendent and Building Principal will use reasonable measures to inform staff members, students, and parents/guardians of students of this policy and grievance procedure.

## **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with disabilities Education Act, 20 U.S.C. 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII or the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, program;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 9300006; or
12. Provision of services to homeless students.

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

### **STEP 1-FILING A COMPLAINT**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed. Upon receiving a complaint, a Complaint Manager shall inform the Superintendent of the substance of the complaint, unless the complaint involves the Superintendent, in which case the Complaint Manager shall inform the President of the School Board of the substance of the complaint. District Complaint Manager: Patrick Bowman

## **STEP 2-INVESTIGATION**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except; (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Step 3. The Superintendent will keep the School Board informed of all complaints.

## **STEP 3-DECISION AND APPEAL**

Within 5 school days after receiving the District Complaint Manager's report, the Superintendent or School Board President shall mail his or her written decision to the Complainant and Complaint Manager via U.S. first class mail.

Within 5 days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's or School Board President's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the School Board's decision, the Superintendent or School Board President shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of the School Code and, thereafter, to the state Superintendent pursuant to Section 2-3.8 of the School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

## **TITLE IX**

The Northwestern Community School Board of Education has adopted a policy which meets the requirements set forth in Title IX of the Education Amendments of 1972, which states: "No person shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered in this school."

## **SPECIAL EDUCATION**

The Northwestern Community Unit School District No. 2 offers a free and appropriate education to all children. Any child between the ages 3-21 residing in the school district is eligible for special education services if he/she is determined eligible by a multi-disciplinary team.

The Northwestern Elementary School provides:

- a. An annual screening of all children between the ages of 2 and 5.
- b. Hearing and vision screening at regular intervals.

- c. Speech and language screening upon initial enrollment in school.
- d. An on-going annual screening by teachers and other professional personnel for possible referral of those children who exhibit problems that interfere with their educational progress and/or adjustment to their educational setting.

Referrals for preliminary evaluation may be made through the building principal, by school district personnel, the parent of a child, community service agency personnel having primary care and custody, other professional persons having knowledge of the child's problems, the child or the State Board of Education when there is reason to believe that a child may require special education. Parents and other members of the community may review a copy of the Rules Governing Special Education at the Superintendent's office.

### **EDUCATIONAL PROGRAMS**

- 1. All students have access to all courses without regard to sex.
- 2. Graduation requirements are identical for all students.
- 3. Cheerleaders may be either male or female.
- 4. Physical Education classes will be integrated by members of both sexes. Separation of students by sex will be made in the following activities:
  - a. When dealing with human sexuality.
  - b. During such activities as wrestling, boxing, football, basketball, and other bodily contact sports.
  - c. Vocal Music-separation of persons based on vocal range and quality.

### **ASBESTOS WARNING/PUBLIC NOTIFICATION**

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

This notification is to inform building occupants of the potential hazard and locations of materials containing asbestos. 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 any materials containing asbestos. Materials containing asbestos have been found in the following buildings: Northwestern Community Unit Schools (N.W.C.U.S.D. #2). Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

### **SCHOOL SECURITY DRILLS**

School security drills are as follows:

- 1. Fire 3
- 2. Tornado and Severe Storm 1
- 3. Earthquake and Evacuation 1
- 4. Armed Intruder 1

Failure to cooperate during a security drill is considered defiance of authority which is a 30 point offense.



## SCHOOL SONG

On Northwestern, On Northwestern  
Make that scoreboard climb  
Pass the ball right down the floor (field)  
A basket (touchdown) sure this time  
Rah, Rah, Rah  
On Northwestern, On Northwestern  
Fight on for your fame  
Fight fellows fight and we will  
Win this game!

Mascot-Wildcat

School Colors-Green and Gold

## ARRIVAL AND DEPARTURE

The doors at Northwestern are opened at 7:45 A.M. Students are dismissed daily at 3:00 P.M. at the elementary and 3:06 P.M. at the Junior/Senior High School.

**If your child will not be riding the bus home in the evening he/she must have a note from parents or he/she will be sent home on the bus.**

Parents need to notify the school if anyone other than the parent(s) is to meet their child at school. When the parent or designee comes to meet a child, the person should first check in at the office. If a divorce decree stipulates no parental visitation at school, the district needs a copy to put in the student file.

## SCHOOL CANCELLATION

School cancellation could occur due to extreme weather or any other unforeseen circumstances. Anytime school is cancelled the automated telephone notification system, SchoolMessenger, will be utilized. A working telephone number should be on file in the central office. Cancellations will also be posted to the following:

### TV Stations:

Channel 2 St. Louis  
Channel 4 St. Louis  
Channel 5 St. Louis  
Channel 20 Springfield

### Radio Stations:

WSMI 1540 AM, 106.1 FM

**Please have alternative plans for your children in case of emergency dismissals.**

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**Northwestern Community Unit School District No. 2**  
**Student Handbook**  
2014-2015

## **FOREWARD**

This book is designed to give, in convenient form, important information about Northwestern Community Unit Schools. It is hoped that it may assist new students in adjusting themselves to the life of the school and that it may be a consistent reminder of the school's general procedures, ideals, and traditions. The goal of Northwestern is to create an environment where all students will be able to learn and participate in the many extra-curricular activities. Students are urged to read this book carefully and to keep it for reference throughout the year.

The superintendent, with input from the parent/teacher advisory committee, shall prepare disciplinary rules implementing the Northwestern School District's disciplinary policies. These disciplinary rules shall be presented annually to the Board of Education for review and approval. It takes all of us, including staff, students, parents, and community working together to accomplish this goal. Let's strive to make everyone proud to be a Wildcat.

We are required to have on file signatures of parents/guardians indicating they have received the student handbook. Handbooks will be distributed at the time of registration.

## **HANDBOOK DISCLAIMER**

This handbook is not intended to create a contractual relationship with the student, nor is it an exhaustive list of District policies; rather its summary of District policies intended to describe the school, its current practices, procedures, rules and regulation (code of conduct), etc. Membership or participation in a school-sanctioned activity is a privilege and not a property right. As such, the Board of Education and the administration reserve the right to make modifications and/or policy changes when needed. Students and parents will receive the changes in a timely manner. A complete list of District policies is available on the schools website [www.northwestern.k12.il.us](http://www.northwestern.k12.il.us).

## **VISION STATEMENT**

The vision of the Northwestern School District is to prepare all students to be academically, socio-emotionally, and technologically proficient in order to become productive members of society.

## **MISSION STATEMENT**

The mission of Northwestern Community Unit School District No. 2 is to provide students with the opportunity to grow academically, technologically, and socially to become productive citizens within the community. This includes a commitment of parents, teachers, administrators, and students to work toward the completion of this mission.

## **EDUCATIONAL PHILOSOPHY**

**Specifically, the educational program should make it possible for the student to:**

1. Attain, commensurate with cognitive abilities, optimum proficiency in reading, writing, listening, speaking, social studies, science, and math skills, both computational and problem solving.
2. Develop an understanding of self: personality, strengths, weaknesses, and general capabilities.
3. Develop an ethical sense of community, which will help the personal manifestation of tolerance, kindness and justice to all others.
4. Develop an appreciation for interpersonal relationships, both in the family and in the community.
5. Develop skills for effective participation in the democratic process.
6. Develop knowledge and understanding of the natural and physical environment.
7. Develop economic competence as a consumer.
8. Develop marketable skills and vocational competence.
9. Explore and develop an appreciation of the fine arts.
10. Develop wise use of leisure time.
11. Develop zeal for continuous learning and self-improvement.
12. Be exposed to the world of work.
13. Develop technologically literate students.

**Furthermore, every effort should be made in the educational program to:**

1. Make the best use of the physical plant that was provided by the taxpayers.
2. Secure the judgment of the Board of Education in the selection and approval of the best personnel.
3. Advise and inform the public from time to time of all school activities and to seek their advice.
4. Provide the highest type of moral, ethical and professional leadership.
5. Inform the employed personnel of any actions of the Board of Education pertinent to his/her particular interests.
6. Maintain priorities consistent with the educational goals and philosophy of the District.

And finally, realizing that the final success of the educational program is measured in terms of the accomplishments of the student, the educational program should:

Foster in the student self-discovery, self-awareness, and self-discipline, enabling him/her to realize his/her worth as a human being and to formulate a personal set of values and goals.

Develop a positive attitude toward and practice of those disciplines which will produce a healthy mind and body.

Develop awareness of present and past cultures and civilizations, acquainting the student with the variations in mankind's cultural patterns and with the evolution of his/her national and cultural heritage.

Stimulate intellectual curiosity, guiding the student to learn how to seek further knowledge by familiarizing him/her with the resources and challenges of the world around him/her.

Provide fundamental career concepts and skills, developing in the student a foundation for further career training.

Direct the student in becoming proficient in the art of verbal and nonverbal communication.

Encourage an appreciation of beauty and to assist the student in developing a capacity for aesthetic perception, creation and judgment.

Encourage the student to discover and build from his/her individual strengths and develop an awareness of the value of striving toward excellence and mastery of skills.



Help the student learn to deal effectively with other people, while encouraging him/her to develop sensitivity to the needs and values of others and a respect for individual and group differences.

Develop social and personal responsibility involving the student in decision-making process and problem-solving activities as he/she works toward constructive change.

Help the student recognize the basic laws that explain the behavior of the universe and to help him/her use these laws to predict natural phenomena and to determine their impact on his environment.

Help the student realize his/her relationship to his/her fellow man through learning about man and man's laws and how to live in harmony with them.

Develop an understanding of consumer education concepts and economic principles for the purpose of achieving within the framework of the student's own values, maximum utilization of, and satisfaction from, one's resources.

## **STUDENT RESPONSIBILITY**

Northwestern Schools have the responsibility to provide a quality education to all students who attend these schools. Students have the responsibility to understand and observe all rules and regulations, and to conduct themselves in a manner that will result in the development of productive citizens. These rules and regulations are not limited to school property but also include all reasonable involvement of school activities and events (field trips, bus stops, post prom activities and all extracurricular events).

## **COMMUNITY RESPONSIBILITY**

We welcome the community and encourage community participation. All visitors are required to report to the office upon entering any building on campus. Parents wishing to visit the schools are encouraged to call the office to set up an appointment. The presence of former students in the school is discouraged during school hours.

## **ADMINISTRATION**

Mr. Patrick Bowman, Superintendent/Elementary Principal.....	436-2210
<a href="mailto:pbowman@northwestern.k12.il.us">pbowman@northwestern.k12.il.us</a>	
Mrs. Heather Haley, Assistant Elementary Principal .....	436-2442
<a href="mailto:hhaley@northwestern.k12.il.us">hhaley@northwestern.k12.il.us</a>	
Mrs. Brandi Maxedon, Junior/Senior High Principal.....	436-2011
<a href="mailto:bmaxedon@northwestern.k12.il.us">bmaxedon@northwestern.k12.il.us</a>	
Elementary/Unit Office.....	436-2442
Junior/Senior High Office.....	436-2021

## LUNCH PROCEDURES & PRICES

1. This district received a grant for 2012-2015 which allows all students to eat free of charge.
2. Any additional milk will be charged to the student.
3. Students with money owed will be provided with a milk account balance periodically throughout the school year.
4. School food prices for 2014-2015 school year:
 

Adult Breakfast	\$2.00	Adult Lunch	\$2.50
Extra Milk for Anyone	\$0.45		

## EXPECTATIONS OF STUDENT BEHAVIOR IN THE CAFETERIA

<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
Use kind words & actions. Wait for your turn politely. Do not cut in line or save a space. Follow adult directions. Be silent when signal is given. Use quiet voices. Use appropriate language. Use good manners.	Clean up after yourself. Get all utensils, milk & condiments when 1 <sup>st</sup> going through the line. Bring your own change for vending machines. Do not ask others for money. The office cannot provide change.	Walk facing forward. Keep hands, feet & objects to self. Use all equipment & materials appropriately. Report accidents, injuries & hazards to nearest adult. Report bullying, harassment, or intimidation immediately. Sit appropriately at the table. Stay at the table until dismissed. Ask permission to leave your seat.

## FREE/REDUCED MEAL APPLICATIONS

Although meals are paid through the grant, it is still necessary for families to apply for free and reduced lunch and breakfast as this fulfills other district criteria. Applications for free and reduced meals are available at each district building location. Letters containing guidelines and applications for free or reduced lunches are available during registration and throughout the year in the school office. Parents requesting free or reduced lunches must complete and return the application to the school office. Verification of income may be requested.

## TRANSPORTATION

The District shall provide free transportation for any student in the District who resides one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available. The District shall provide free transportation for a student living less than one and one-half miles from school where walking to school or to a bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is unavailable. A student's parent or guardian may petition the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation will be provided for special education students if included in the student's individualized education program. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

## EXPECTATIONS OF STUDENTS RIDING THE BUS

*NOTE: Cameras may be utilized to monitor student behavior and bus safety.*

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Use kind words & actions. Follow adult directions. Be silent when signal is given. Use appropriate language. Conversations should be appropriate for all ages.	Be on time at the approved bus stop. Clean up your trash. Do not leave items on the bus. Do not consume food or drinks on the bus.	Cross the road when the bus is completely stopped. Cross in front of bus only. Use quiet voices. Stay in seat while the bus is in motion. Students should sit on bottoms and face the front. Do not throw items out of the window. Keep hands, feet & objects to self and inside the bus. Report accidents, injuries, & hazards to driver. Report bullying, harassment, or intimidation immediately. Use emergency exit when directed by driver. Be quiet at railroad crossings. Possession and/or use of tobacco, alcohol, or other drugs are prohibited.
<p><b>PROCEDURES:</b> The bus driver may verbally reprimand a student, make a written report, or make a written request to the administration that a student be disciplined or suspended from riding the bus. Only the administrator or School Board may suspend students from riding the bus.</p> <p><b>CONSEQUENCES:</b> Discipline will be handled in cooperation with the transportation director, administration, and the student’s parents or guardians. Penalties may include assigned seating, loss or suspension of bus riding privileges, detention, in-school suspension, out-of-school suspension, or expulsion.</p>		

## BICYCLES AND WALKING TO SCHOOL

Due to the location of the school, riding bicycles and walking to school is not encouraged. Permission from the Building Principal should be received prior to any student riding a bike to school.

## FIELD TRIPS

The school recognizes the value of student participation in field trips to increase learning. Field trips, which are going to exceed a 75-mile radius from Northwestern, will require Board approval unless it is an established yearly trip. Students need to be aware that the law considers all field trips the same as a classroom. Therefore, all school rules, regulations, and policies apply on these trips as if the student were actually in the school. Any parent planning to attend a field trip with their student must first participate in a background check through the district office at their own expense and must also attend at least 2 Parent Club meetings, be a classroom assistant, attend Open House/Parent-Teacher

Conferences, or contribute to the class in some manner approved by the teacher at least twice or a combination of the two. Remember, you represent not only yourself but also your school, family, and community. All classroom assignments should be completed in advance; students must have approval of all of their teachers to attend field trips. Students who do not join their group on a field trip are expected to attend school on the day of the trip. At the Jr./Sr. High School, if a student has a failing grade in any class and that class is to meet on the day of the field trip, the student cannot attend the trip. If a student has an unexcused absence the day before the field trip, he/she cannot attend the field trip. No siblings or non-district students may attend field trips.

### **GRADING SYSTEM-DISTRICT WIDE**

92-100.....	A
85-91.....	B
77-84.....	C
68-76.....	D
67-below.....	F

Kindergarten through 3rd grade will use a skills-based grading system.

### **HOMEWORK**

Homework is important to all students. Homework provides the necessary reinforcement for what is learned at school. Most teachers allow some time at school to start homework assignments, so if your child continually seems to have too much homework, please check with your child’s teacher. Homework is a required part of learning. Part of the student’s grade may be determined from homework grades. That is why, if a student is absent, it is very important that he/she get his/her work within the guidelines (i.e., number of days absent, plus one).

### **“D” AND “F” NOTICES**

The staff and administration feel that students and parents should be notified when a student’s performance begins to decline. The school will be sending notices home for those students doing work in the “D” or “F” range at the middle of each marking period. In addition the staff must make contact with the parents before any student will receive a failing grade. This notice may be a telephone call or written note at any time in the quarter.

### **ELEMENTARY CLASS SCHEDULE**

Grade	Recess	Lunch Schedule
K-3	11:30	11:50-12:10
4-6	11:45	12:05-12:25

## JUNIOR/SENIOR HIGH CLASS SCHEDULE

1 <sup>ST</sup> hour	8:12-9:00	
2 <sup>nd</sup> hour	9:03-9:51	
3 <sup>rd</sup> hour	9:54-10:42	
JH Study Hall	10:45-11:15	Lunch 11:15-11:45
4 <sup>th</sup> hour HS	10:45-11:33	
HS Study Hall	11:35-12:05	Lunch 12:05-12:35
5 <sup>th</sup> hour JH	11:48-12:35	
6 <sup>th</sup> hour	12:38-1:26	
7 <sup>th</sup> hour	1:29-2:16	
8 <sup>th</sup> hour	2:19-3:06	

## ATTENDANCE

Students are required to report promptly and to attend all classes. As per Illinois Statutes, for attendance record and report card purposes, a student must be present 300 minutes or more of classroom instruction to constitute a full day of attendance and 150 to 299 minutes for a half-day. Any student who attends school less than 150 minutes is considered absent for a full day. However, for grades K-1, a full day of attendance is equal to four clock hours (240 minutes), and a half-day (120-239 minutes). In grades 7-12 seven class period absences is equal to one full day of absence. Where there is an unexcused absence of a student in grades Kindergarten through 8, the District shall make a reasonable effort to contact the student's parent or guardian by telephone within two hours of these students' first class to notify them of the absence.

A direct relationship exists between academic achievement and regular attendance. There is no substitute for participation in class explanations and discussions; therefore, while assignments might be made up, some learning is lost in any absence. Habits of consistent and punctual attendance are habits that will serve Northwestern students well in their future work lives.

## EXCUSED ABSENCE

The following absences will be deemed excused:

1. Personal illness-5 days (3 days for students who enroll after first semester ends) throughout the year may be excused with a note from the parent/guardian on the day the student returns to school. However, 3 consecutive days or more of absence at any time requires a doctor's note. Doctor's notes do not take away from the 5 days. However, once the student has used the total 5 days, a doctor's excuse is required for each day missed. STUDENTS CANNOT ATTEND SCHOOL EVENTS ON THE DAYS OF ABSENCE. Students may participate in extra-curricular activities if they are present for the last ½ of a school day.
2. Funeral of a family member.
3. Family medical emergency.
4. Medical appointment-We ask parents to make appointments early or late so that students miss no more than ½ day for appointments.
5. Field trips or other school affiliated events. No absence will be reported on the student's record.
6. Observance of a religious holiday.
7. Juniors and Seniors will be allowed 2 college visit days. Juniors cannot carry the days over to their Senior year. These must be pre-arranged and approved by the principal or designee.

Students must have the form completed by the college admissions officer. No absence will be reported on the student's record. Parents are urged to arrange college visits during the summer prior to the child's senior year.

8. Students absent without a doctor's excuse or administrative approval may not attend after school activities. Failure to abide by this will result in an unexcused absence.
9. Others as deemed excused by the administration.

**NOTE: WRITTEN NOTES FROM PARENTS OR FROM THE DOCTOR MUST ACCOMPANY THE CHILD THE DAY HE/SHE RETURNS TO SCHOOL. NOTES BROUGHT AFTER THAT MAY NOT BE ACCEPTED.**

## UNEXCUSED ABSENCE

Students who are absent for other than the above noted reasons are considered unexcused. Student initiated "skip" days are prohibited and will be treated as an unexcused absence. Any student's participation in "skip" days may face disciplinary action. **An unexcused absence for any part of the day will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening.** An unexcused absence means that students cannot earn credit for work completed in class or assignments assigned on that day.

Students absent for 10 consecutive days without a legitimate excuse will be dropped from the roles. Students in grades K-8 can re-enroll at any time after a parent conference. Students with high absenteeism can be retained or fail to receive credit for a course.

## PARENTAL RESPONSIBILITY

Should a child in any grade need to be absent for any reason, parents/guardians are required to notify the school by phone by 9:15 a.m. Students cannot call in for themselves. While family vacations during school are discouraged, it is understood that this is sometimes unavoidable. Should a family vacation be planned during school time, please give ample notice to the school. Students with excessive absences may not be excused for family vacations.

## TRUANCY

A chronic or habitual truant is hereby defined as a Macoupin County student between the ages of 7-16 years of age who is absent without valid cause from attendance for 5% or more of the previous 180 regular attendance days in school. Section 26-10 of the School Codes states: *Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or fine of up to \$500. Any Macoupin County student violating or, Parent/Guardian of a Macoupin County student violating, the terms of Macoupin County's Ordinance, which shall be punished as a petty offense, shall be subject to the following fines, not to exceed the limitations set forth in 55 ILCW 5/5-1113 upon conviction:*

1. A fine of not less than \$25.00 for the first violation.
2. A fine of not less than \$50.00 for the second violation.
3. A fine of not less than \$100.00 for the third violation.

Each day, or portion thereof, upon which a violation occurs, shall constitute a separate violation, with each separate violation being subject to a separate penalty, as provided herein.

## TARDINESS

When students arrive late, they disrupt classes and forgo opportunities to learn. Furthermore, they unfairly interfere with other students' opportunities to learn. Promptness is essential to student success. A student in grades 7-12 will be considered tardy for class if not in the classroom before the last bell to start that period. Students are allowed to be tardy 6 times per year. This is not 6 times per class but a total of 6 for the entire year. After the 6<sup>th</sup> tardy, the following consequences will result:

1. 7<sup>th</sup> tardy-parents will be notified by mail and the student will receive a lunch detention.
2. 8<sup>th</sup> tardy-parents will be notified by mail and the student will receive two lunch detentions.
3. 9<sup>th</sup> tardy-parents will be notified by mail and the student will receive an after-school detention.
4. 10<sup>th</sup> tardy-parents will be notified by mail and the student will receive 2 after-school detentions.
5. 11<sup>th</sup> or 12<sup>th</sup> tardy-parents will be notified by mail the student will receive an in-school suspension.
6. 13 or 14<sup>th</sup> tardy-parents will be notified by mail and the student will receive two in-school suspensions per incident.
7. 15<sup>th</sup> tardy or each additional tardy beyond 15 will receive an out-of-school suspension.

## MAKE-UP WORK/INCOMPLETE GRADES

If a student is absent from class, it is his/her responsibility to make up the work missed, according to each individual teacher's directions. All students will be able to make up work missed during an excused absence. Students will be allowed one more day than the number of days missed to make up assignments. For example, if a student misses Monday, is present Tuesday, the assignment missed on Monday is due Wednesday. **However, students attending academic functions or preplanned absences including but not limited to; Spelling Bee, Olympiad, class field trips, family trips/vacation, etc. shall turn in work the next day of class following the function.** No incomplete grades will be given at the end of the school year except in emergency situations such as an accident, illness, or funeral. Students who have irregular attendance and/or whose absences are unexcused may face grade retention due to lack of basic skill development. In grades 7-12 multiple day absences should occur before a parent may request work from the teacher. Requests should be made twenty-four (24) hours in advance. It is recommended that students check with classmates for assignments.

## DELEGATION OF AUTHORITY

Each teacher and any other school personnel, when students are under his/her charge, is authorized to impose any disciplinary measures, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules of student discipline. Teachers, other certified employees, and other persons (whether certified or not) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other persons, or for the purpose of self-defense, or defense of property. The teachers may remove students from a classroom for disruptive behavior. The Superintendent or Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

## ENROLLMENT OF HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youths. Any homeless child shall be immediately admitted, even if the child or child's parent or guardian is unable to produce records normally required to establish residency.

## STUDENT CONDUCT

The following paragraphs summarize the policies of the Board of Education of Northwestern Community Unit School No. 2 concerning conduct.

Students who are good citizens maintain a cooperative attitude in school and conform to classroom situations. Those who do not are guilty of misconduct. They not only fail to make progress themselves, but also distract others who want to learn.

Parents and guardians of children in school are expected to cooperate with the school by promoting good citizenship in the home and teaching their children the importance of good behavior and proper attitude in the classroom. Parents and guardians are also expected to be involved with any disciplinary actions brought against their child by the school.

Any student who is guilty of misconduct will be subject to verbal reprimand, lunchtime detention, after school detention, in-school suspension, out-of-school suspension, restriction, removal or banishment from extracurricular activities (as either a spectator or a participant), loss of driving privileges, expulsion, and/or Board or court action as dictated under the mandates of the law. Any known violation should be reported immediately to the school authorities. Junior and Senior High Students must obey elementary rules when in the elementary building and elementary students must obey high school rules while in the high school building. **The policies of the Board of Education concerning misconduct are as follows:**

- 1. ATTENDANCE**-Students are required to report promptly and to attend all classes. A student may leave class only with a signed pass issued by the teacher. Excessive tardiness will result in disciplinary action. **Note:** Students initiated "skip" days are prohibited and will be treated as an unexcused absence. Any students participating in "skip" days may face disciplinary action. Any unexcused absence in the afternoon will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening; this includes students leaving school due to illness. *Junior and senior high students: 8 periods of absence is equal to one full day of absence.*
- 2. BULLYING/AGGRESSIVE BEHAVIOR**-Aggressive behaviors such as violence, physical contact or closeness, force, noise, coercion, threats, intimidation, fear, profane or abusive language, bullying, or other comparable conduct, including by communications made in writing or electronically, toward anyone or urging other students to engage in such conduct is prohibited. When school personnel have determined that a student has demonstrated any of these aggressive behaviors, the student may receive disciplinary points in accordance with the handbook point system. (Board Policy 7:190)
- 3. CHEATING/PLAGIARISM**- Cheating and/or plagiarizing schoolwork and materials are prohibited.
- 4. CLOSED CAMPUS**-Students must have permission to leave the main campus at any time. Any student leaving school property must sign out through the office or obtain an off-campus pass from an administrator. At the beginning of each day, students are to report only to their respective areas of the gym and be seated unless conducting business in the office or eating breakfast in the cafeteria.
- 5. COMPUTER USE**-Computers and other technology equipment shall be used only for authorized school assignments. Computer use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District



computers. General rules for behavior and communications apply when using electronic networks. A teacher or supervisor must approve usage not related to class assignments. Copyright laws and license agreements related to computer software shall be observed. The District's Internet Usage Agreement contains the appropriate uses, ethics, and protocol. All students must have on file an Internet Usage Agreement signed by parents and students.

**6. MOBILE ELECTRONIC DEVICES (MED)**-The use for personal business or entertainment purposes of cellular phones, smart phones, pagers, radios, tape or CD player/recorders including those equipped with headphones is prohibited during the school day, **unless privileged use has been given by the administration at designated times in the Junior/Senior High School.** These items will be confiscated. Nothing in this policy shall prohibit a member of the faculty or staff from using his/her own or a school owned radio and/or tape player/recorder for instructional purposes or for entertainment purposes when appropriate. However, possession of a radio, tape player, and/or electronic games will be permitted on field trips, travel to athletic/music events, or other school related activities only with the permission and approval of the teacher and/or supervisor.

- a. MED include but are not limited to items such as laptops, cell phones, and PDA's.
- b. Students may have MED in their possession. These devices should be set to silent or quiet mode during the school day.
- c. Use of MED during school hours is regulated by specified times and locations.
- d. MED may be used during times of instruction if it is during a teacher approved and a planned portion of the learning activity.
- e. Any use of MED is strictly prohibited in locker rooms, bathrooms, whether here or in at another facility where a school activity or athletic event is occurring.
- f. Students who are dressed and participating in physical education classes are not permitted to have a MED in their possession.
- g. The District is not responsible for the loss, theft, damage, or vandalism to student MED.
- h. Using a cell phone, video/audio recording device, personal digital assistance (PDA), or other mobile MED in any manner that disrupts the educational environment or violates the rights of others including using the device to take digital images anywhere in the building or on the grounds to cheat, or otherwise violate student conduct rules is strictly forbidden. Consequences will be issued in accordance with handbook rules and regulations.
- i. Violations of this policy will be given consequences.

**7. EXTRACURRICULAR ACTIVITIES**-All students are subject to and are expected to obey the policies, rules, and regulations found in this **Student Handbook** while attending or participating in school sponsored activities. All persons, students and non-students, who attend or participate in activities/events on campus, are required to obey the rules of behavior and conduct established by the Board of Education and any other officially recognized governing body, such as the Illinois High School Association. Student misbehavior at extracurricular events may result in banishment from that event, and future events. **Due to lack of building-wide supervision during an event such as a basketball game, and unless accompanied by an adult, young children and students must remain in the gym during play action. Excessive movement in and out of the gym may result in disciplinary consequences.**

**8. DEFIANCE OF AUTHORITY/INSUBORDINATION**-Defiance of authority is defined as any verbal or non-verbal refusal to comply with a reasonable request from school personnel. Defiance of Authority is a serious offense and will be dealt with accordingly. A student who willfully fails to report to a designated location when requested to do so by any school employee, shall be guilty of insubordination and shall be subject to the board's disciplinary penalties for misconduct.

**9. FALSE ALARM**-The willful making of a false alarm by outcry, mechanical alarm, or other device is prohibited.

**10. FIGHTING**-Fighting, threats, or use of profane or abusive language will not be tolerated. Students who make threats or who are involved in the use of profane or abusive language, as determined by school officials, shall be subject to the Board of Education's disciplinary penalties for misconduct. A student who is provoked or assaulted shall retreat from the situation and seek help from staff members immediately, if possible. A student who immediately retreats from a fight will not be deemed to have been involved in a fight. Provoking a fight or not dispersing from a fight when directed to do so or interfering with school personnel in their attempt to break up a fight may receive the same consequences as for fighting.

**11. FOOD AND DRINK**-All food and drink is to be consumed in the cafeteria **unless prior administration approval**. The soda and juice machines are off limits except during high school lunch and after school. Junior High students do not have access to vending machines. Breakfast is served at Elementary and the Junior/Senior High Schools.

**12. GAMBLING**-Any form of gambling or implied gambling will not be permitted on the campus of Northwestern.

**13. GROSS/CHRONIC DISOBEDIENCE**-Gross/chronic disobedience of school rules is defined as but not limited to violations of the drug/alcohol abuse policy, assault/battery of a staff member, weapons possession or use thereof, false fire alarm, bomb threat, or explosive devices.

**14. HALL CONDUCT**-Students should exercise common courtesy while in the hall areas. Students may not be in the hall areas, during class time, without signed authorization. High school students are not permitted to loiter in the Junior High section unless they are going to the library or class. Likewise, the Junior High students are not allowed to loiter in the high school section. This applies to gym use before the first bell and during selected assemblies.

**15. HALL PASSES**-Students are not to be in the halls during class periods without a hall pass. Teachers are to issue each student an individual written pass. Each pass is a privilege that a faculty member may or may not grant. Improper usage of hall passes will result in the offender being disallowed the privilege. Forgery or altering a pass in any way will result in strong consequences. Penalties will range from revocation of all privileges to suspensions.

**16. LOCKERS**-A locker is to be used to store books, book bags, supplies, and outdoor garments. Students are cautioned not to use lockers for money or other valuables. The school cannot assume responsibility for articles missing from lockers. Lockers should be locked. Beverage containers that have been opened will not be allowed to be kept in lockers. Each student will be held responsible for the condition of the locker assigned. If a locker/lock does not function properly, please contact the office. School authorities may inspect and search school property and equipment owned or controlled by the school, as well as personal effects left there by a student, without notice to or the consent of the student. **Students have no reasonable expectations of privacy in these places or in their personal effects left there.** School authorities may search a student and/or the student's personal effects in the student's possession when there is a reasonable ground for suspecting that a search will produce evidence the particular student has violated or is violating the law or the District's student conduct rule. If a search produces evidence that the student has violated or is violating the law or the District's policies of rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**17. LOITERING**-No loitering is permitted in the restrooms, hallways, and other designated areas at any time.

**18. NUISANCE ITEMS**-Due to the inherent dangers and potential disruption of items such as, but not limited to, roller blades, skateboards, squirt guns, yo-yos, laser pens, etc., are not permitted at school. Such items will be confiscated and returned at the discretion of the teacher and administration.

**19. OBSTRUCTION OF AN INVESTIGATION**-Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be

false, present a potential danger to student and staff safety. Violators will be subject to the Board of Education's penalties for misconduct.

**20. OFFICE PHONE USAGE**-Receiving messages at school- The phone in the office is a business phone. Any calls to parents because of sickness must be made in the office by the office staff. Please try to make appointments, bus plans, alternate car rides, etc. before your student leaves for school in the morning. **Messages are a disruption of class time and cannot be delivered except in the case of an emergency. In addition, student phone usage in the office will be limited. Daily calls for homework, band instruments, uniforms, extracurricular activities, etc. will be banned unless an unforeseen change occurs.**

**21. PRESENCE IN AN UNAUTHORIZED AREA**-some of the unauthorized areas to students are (but not limited to), teachers' lounge, faculty restrooms, etc., unless accompanied by a faculty member. After classes end for the day, students are not allowed in the building except for school related activities such as athletics, clubs, meetings, rehearsals, tutoring, and detentions.

**22. PROJECTILES**-The throwing of any snowball, stone, or other missile is prohibited.

**23. RESTROOMS**-Restrooms are available during the passing time, lunch period, and in *emergency* situations during class time.

**24. SEXTING**-Use of a cellular phone, video recording device, camera, or other electronic device for the purpose of creating, sending, sharing, viewing, receiving, possessing, or storing an indecent visual depiction of oneself or another person is prohibited.

**25. STUDENT LANGUAGE-STUDENT EXPRESSION**-The administration reserves the right to prohibit expression that may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions or actions that are considered obscene to minors, are libelous or slanderous, injures, harasses or invades the privacy of other people; or disrupts the orderly operation of the school.

**26. THEFT**-The pilfering, theft, or illegal possession of another's property, including school property, and/or the taking of money, books, or other property through the use of threats, force or coercion is prohibited.

**27. VANDALISM/CARE OF SCHOOL PROPERTY**-The willful destruction of school property or the property of another individual is prohibited. A student which disfigures, defaces or destroys school property will be required to repair the damage or provide full monetary restitution for the damage in addition to any other discipline that may be imposed per District policy. This includes the writing on desks/lockers and lost or damaged textbooks. Altering or disabling a security device is prohibited.

**28. WEAPONS**-Any student who is determined by school officials to possess, use, transfer, or control a weapon on any school grounds, in any school bus, at any school sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, except where such possession, use transfer, or control is necessary to a legitimate part of a bona fide school program or activity, may be expelled for a definite period of time not less than one (1) year and not more than two (2) years, except as provided below.

For the purpose of this rule, "weapon" shall include, but not be limited to:

- Any type of "firearm", as defined in 430 ILCS 65/1.1, whether loaded or unloaded. The School Code also prohibits firearms as defined by 18 USC & 921 (US Criminal Code) and 720 ILCS 5/24-1 (Illinois Criminal Code).
- Any type "ammunition", as defined in 430 ILCS 65/1.1.
- Any type of "explosive material", as defined in 225 ILCS 210/1003(b).
- Any type of knife-like weapon.

- Any type of Billy club, brass knuckles, metal stars, or metal pipes.
- Any object which substantially resembles any of the objects listed above.
- Any object that is actually used to cause bodily harm to another person, attempted to be used to cause bodily harm to another person, or used to threaten bodily harm to another person, such as pepper spray and mace.
- Any item determined by school officials to have possessed, used, transferred or controlled in violation of this rule will be retained by school officials, and turned over to either a parent or legal guardian of the student at the end of the year or to the police.

The minimum length of expulsion may, in the Board of Education’s discretion, be modified in an individual case. Factors taken into account in such a decision may include:

- The seriousness of the student’s conduct.
- The history or record of the student’s past conduct.
- The likelihood that the student’s conduct will affect the delivery of educational services to other students.
- The severity of the punishment.
- The interests of the student.

The possession and/or use of any kind of pocket knife are prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the office until the end of the year where it may be claimed by a parent or guardian. Any student who uses a pocket knife as a weapon to threaten or harm another person during the school day or at any school sponsored and/or related activities shall be subject to the Board of Education’s disciplinary penalties for misconduct.

## **SOCIAL NETWORK PASSWORDS**

The school may request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the school has reasonable cause to believe that the student’s social networking account contains evidence that the student has violated a school disciplinary rule or policy. (105 ILCS 110/3.10)

## **DESTRUCTION OF PROPERTY**

If a student loses, destroys, or damages school property of books, he/she will be expected to pay for the loss. The administration will place a fair amount on the damage and notify parents of the cost. This act can lead to disciplinary action in accordance with the point system.

## **DISPLAYS OF AFFECTION**

The Board of Education hereby finds and determines that excessive displays of affection may cause substantial disruption to the educational process. All excessive displays of affection, including kissing and fondling, are prohibited anywhere on the school campus or during any school-sponsored event.

## GENERAL DISCIPLINE

When a student commits an act of gross disobedience or misconduct as defined by the School Board, the student's right to an education may be temporarily withheld (105 ILCS 5/10-22.6). No governmental agency, such as a school, may deprive a student of rights without due process of law. A student is entitled to procedural due process and must be allowed to present a defense and explain the circumstances of the actions in question.

The basic difference in suspension and expulsion is as follows:

1. A suspension is not to exceed ten (10) school days. An expulsion is from eleven (11) school days to a maximum of two (2) school years.
2. The Board of Education, the Superintendent, a Principal, or an Assistant Principal may suspend a student; only the local Board of Education can expel a student.
3. A student may be **SUSPENDED** after an informal hearing; a student may be **EXPELLED** after a formal hearing.

## SUSPENSION

The following procedures apply to suspensions:

1. Prior to any suspension, a conference will be held during which the student will be given written or oral notice of the charges against him or her, as well as any evidence to support the charges. The student will have an opportunity to respond to the charges.
2. A pre-suspension conference is not required 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, a student may be suspended immediately, with notice and conference to follow as soon as in practicable.
3. Any suspensions shall be reported immediately to the student's parent or guardian by mailing a written notice. The District will also make reasonable efforts to notify the parent or guardian by phone prior to the beginning of the suspension. The parent or guardian shall be informed of the reason for the suspension, the length of suspension, and their right to a review of the suspension by the School Board.
4. Upon the request of the parent or guardian, a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At such a hearing, the student has the right to a lawyer at the student's own expense to question the person who made the decision to suspend to present evidence, to call witnesses, and to make a statement on his or her own behalf.
5. A record of the proceedings will be made and retained by the School District and provided to the student upon reasonable reimbursement of incurred expenses.
6. If the suspension decision is reversed, all references to it in the student's records will be removed, and the School will give the student assistance necessary to make up missed school work.

## TYPES OF SUSPENSIONS

- 1. Temporary removal from an individual class: If a student is disobedient or disruptive, the pupil may be removed from the class temporarily.** The student will be assigned to another setting during the class period (usually the office). The student reports to all other classes. The student receives homework assignments and may participate in make-up tests. No parent notification is required and no appeal is authorized. In certain situations, a student may be taken home if the continued presence of that student (in the opinion of the administration) will continue to be substantial disruption in the school.
- 2. In-school suspension (directed study): Most district students who are suspended will be assigned to a “directed study” area, as determined by the administration.** Parental notification and due process will be given. During the period of in-school suspension, they will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises, except during the school hours. The student is expected to complete all assignments missed due to the suspension, including tests on a daily basis as required by the teacher. Use of electronic devices will be prohibited. Work must be completed manually.
- 3. Out-of-School suspension: A student may be suspended for up to ten (10) school days for acts of gross misconduct and/or persistent disobedience.** Parental notification and due process are required. During the suspension the student will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises during the period of suspension. This includes weekend events, if applicable. Work is allowed to be made up for 68% of what is earned. The parent or guardian is responsible for obtaining the make-up work for the student. Teachers will bring assignments to the office daily. All work is to be turned in to the office immediately upon arrival when returning from the suspension. Anything not turned in to the office upon arrival will result in a zero grade.

## EXPULSION

The following procedures apply to expulsion.

1. The student and the student’s parents will be notified of the expulsion and requested to appear at a School Board meeting to discuss their child’s behavior. The request shall be made by registered or certified mail and shall state the charges for dismissal (i.e. specific acts of misconduct), and the date, time, place, and purpose of the School Board meeting. The expulsion will not take place until after the School Board meeting.
2. At the hearing by the School Board, the student has a right to a lawyer at the student’s own expense, to question the person who made the recommendation to expel, to present evidence, to call, question, and cross-examine witnesses, and to make a statement on his/her own behalf.
3. A record of the proceedings will be made and retained by the School District and provided to the student or representative upon request and on a reimbursable basis.

In the interest of helping students, the School District may assist in providing or locating alternative educational opportunities for the suspended or expelled student. These opportunities may include alternative school settings. The Illinois State Board of Education provides information and assistance to school districts and students interested in educational alternatives within a school or off campus.

## OTHER DISCIPLINE ALTERNATIVES

Other discipline measures which can be taken by teachers and/or appropriate administrative personnel include, but are not limited to the following: (1) verbal reprimand, (2) parent conferences, (3) time out, (4) detention (lunchtime or after school), (5) loss of driving privileges, (6) withdrawal of privileges (including banishment from extracurricular activities), (7) behavioral contract, (8) peer counseling, (9) referral to counselor, (10) referral to social worker, (11) special assignments, (12) referral to police liaison officer, (13) rearrangement of class schedules, (14) directed study (in-house suspension), (15) restitution, (16) seizure of contraband, and (17) mandatory counseling.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. District employees are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

## DETENTIONS

Junior/Senior High detentions will be served during lunchtime or after school. Lunchtime detentions may be served the day of the incident; however, the date of the detention and reason will still be mailed home. Any staff member is authorized to write a Disciplinary Referral (D.R.), which may result in disciplinary action. **Failure to serve properly may result in more serious consequences. For example, refusal to serve lunchtime or after school detentions may result in an in-or-out-of-school suspension. In case of illness, the detention will be served on the next school day.**

### The rules to follow for detention are:

1. Students may not bring food or drink to detention.
2. During lunchtime detention, students will be served 1 hot lunch with white milk. No condiments, salt/pepper, or seconds are provided in lunch detention.
3. Sit in the seat assigned by the detention supervisor.
4. Bring enough material to keep busy the entire time. Failure to do so may result in rescheduling with additional detentions or in work tasks being assigned, or more serious consequences such as after school detention, or an in-or-out-of-school suspension.
5. No communicating with other students in detention.
6. No laying head or propping feet onto any desk or chair.
7. Follow all directions from the supervising teacher.
8. Students may be required to complete a reflective writing for each incident before completing the detention.
9. Lunch may be served after all other students have gone through the line.
10. Elementary students will serve after school detentions from 3:15-3:45 p.m. on selected days. Junior/Senior High School will be served for one hour after school on the assigned day(s).
11. Use of electronic devices will be prohibited. Work must be completed manually.

***In addition to the detention rules, the monitor may impose additional criteria to be followed.***

## SUBSTANCE USE/ABUSE POLICY

### RULES OF CONDUCT

Possession and/or use of any drugs, alcohol, tobacco, tobacco products or other intoxicants, as well as the possession, use, delivery, control of alcohol, drugs, drug paraphernalia, look-alike drugs, drugs prescribed for another, or other intoxicants is prohibited in any school context. This could include, but not limited to, the school grounds, the regular school program; a school sponsored activity including activities, which occur away from Northwestern Junior/Senior High School. It also includes other context clearly related to school functions, such as activities, which occur adjacent to school property, or school sponsored activities. These activities can occur before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school sponsored activity. Any student found in violation of this policy will be suspended for up to ten (10) school days per incident and will be subject to additional disciplinary actions including possible expulsion from school and all school activities (athletic participation and attendance, dances, prom, trips, and other activities deemed by the administration for one calendar year).

### Definitions

- A. **Tobacco.** For purpose of this policy, tobacco will mean cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked. (including electronic cigarettes or e-cigarettes)(Source: P.A. 86-821; 86-1028).
- B. **School Purposes.** Includes, but is not limited to, all events or activities or other uses of school property that the school board or school officials authorize or permit on school property, including, without limitation, all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate. (Source: 105 ILSC 5/10-20.5b).
- C. **Drugs.** Unless the context requires otherwise, the word “drugs” includes substances containing alcohol and/or mind altering drugs and substances recognized as drugs in The Physicians’ Desk Reference, Official United States Pharmacopeia, Official Homeopathic Pharmacopeia of the United States, or Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word “drugs” also includes substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.
- D. **Drug Paraphernalia-Possession Of.** “Drug paraphernalia” means all equipment, products, and materials of any kind that are peculiar to, marketed for, used in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician. Examples shall include, but not be limited to cigarette papers, pipes, holders of smoking materials of all types, cigarette rolling machines, and other items designed primarily for smoking or ingestion of tobacco products or of substances made illegal under any statute or of substance whose sale, gift, barter, or exchange is made unlawful under the Tobacco Accessories and Smoking Herbs Control Act, 720 ILSC 685.
- E. **Possession.** Any student who has possession or control of any alcoholic beverage, marijuana, and controlled substance other than as prescribed by a physician for that



individual, any other intoxicating substance, any “look-alike” intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. The term “possession” as used herein is defined to include the use of the student’s person, clothing, supplies, or automobile as well as school lockers, desks, or other school property for the storage of illegal substances.

- F. **Delivery.** Any student, who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia will be subject to disciplinary action. Delivery means a person’s immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment of other consideration.
- G. **Look-Alike.** A “look-alike substance” is a substance, which by dosage unit, appearance including color, shape, size, container and/or packaging, markings, or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or an illegal/controlled substance.
- H. **Under the Influence of Drugs.** A student is under the influence of drugs if his behavior or character is modified in any degree as a result of the ingestion, inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed “drunk” or “drugged” to be under the influence of drugs.
- I. **Using Drugs.** A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any school context.

## **PROCEDURES FOR REVIEW OF ELECTRONIC RECORDINGS**

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Administrator, including the Building Principal, Transportation Director, bus driver, and coach or other supervisor. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

## **PROCEDURES FOR SEARCHES**

### **INTRODUCTION**

The Principal or Designee may properly conduct or authorize a search of a student at Northwestern Junior/Senior High School, on the property, or on the school bus when the purpose of that search is to maintain the safety and discipline of the student body or to promote the orderly functioning of the educational environment. Searches will only be conducted for evidence of violations of law or Northwestern Junior/Senior High School expectations.

1. **Reasonable Cause-**Any search of students will only be conducted when a staff member has reasonable suspicion that the search will produce evidence that the student has violated or is violating with the law or District rules of student conduct, based on one or more of the following:

- a. Reliable reports or information from credible sources made known to school staff. If the source is anonymous, the information must show that the informant has a relationship to the school or student so as to give it credibility.
- b. Suspicious or evasive behavior suggesting violation of a school policy or law, or concealment of contraband, weapons, or stolen property.
- c. Observation of a student engaging in prohibited conduct or suspected prohibited conduct.
- d. Verbal statement of the student that he or she has a weapon/contraband or intends to harm students or staff with a weapon.
- e. The return of a student after having run away from the building and suspicion that the student went to a location where a weapon or other prohibited item would be available.

The Northwestern Junior/Senior High staff may also take into account the student's disciplinary history in the development of reasonable suspicion.

- 2. **Justifying the Procedure-** The scope for the search conducted must be reasonable related to the objective sought and the evidence searched for. The search shall follow the step-by-step process outlined in the Northwestern Junior/Senior High School Procedure. In determining if the search is related to the objectives sought, Northwestern Staff will consider:
  - a. The nature and severity of the violation to determine the permissible amount of intrusion into the student's privacy rights.
  - b. The area to be searched so that it will be no more extensive than required to serve Northwestern legitimate objectives.
  - c. The time and place where the search is conducted so that it will be as close as possible to the time and place of the suspected violation.
  - d. The duration of the search so that it will be no longer than to serve the school's legitimate objectives.
- 3. **Locker and Desk Searches-** Searches of lockers, desks, storage spaces, and other property owned by Northwestern School District #2 may be conducted at any time, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these areas.
- 4. **Searches of students and their Personal Belongings-** A search of a student and his/her personal belongings, including vehicles, will be conducted with reasonable cause and according to the Northwestern outlined procedures.
- 5. **Surveillance-** Surveillance shall only be conducted in hallways, classrooms, school buses, and other areas open to the public view where the students are permitted.
- 6. **Random Sweeps-** Random sweeps will only occur in cases of emergency where special circumstances require immediate action to avoid danger to persons or property.
- 7. **Police Involvement-** Police involvement shall be sought whenever Northwestern Officials uncover evidence of a violation of state law or when officials deem such involvement necessary or helpful in maintaining school or bus safety. The standard for a search or seizure by police is probable cause.

## SEXUAL HARASSMENT

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

- 1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of the student's academic status; or
- 2. Has the purpose of:

- a. Substantially interfering with a student’s educational environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile”, and offensive, “include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

### **DISTRICT NONDISCRIMINATION COORDINATORS**

Mr. Patrick Bowman, District Office  
 30953 Route 111  
 Palmyra, Illinois 62674  
 217-436-2442

Mrs. Brandi Maxedon, Jr./Sr. High  
 30889 Route 111  
 Palmyra, Illinois 62674  
 217-436-2011

### **TEEN DATING POLICY**

According to (105 ILCS 110/3.10) The Northwestern School Board policy has adopted a policy stating teen dating violence is unacceptable and prohibited and each student has the right to a safe learning environment.

### **DRIVING**

Students’ driving to school is a privilege and will be treated as such. By the fact that a parent permits his/her child to drive, the school will assume no responsibility for a student’s driving habits or motor vehicles. Students will be expected to abide by the following rules:

1. An authorization/registration form signed by the student and parent/guardian including a copy of current proof of vehicular insurance must be on file in the office before parking tags will be issued. This registration form must list **ALL** vehicles that the student might drive.
2. A vehicle tag is required for parking on campus and must be purchased yearly in the office. This tag must be clearly visible within the designated area.
3. Students will exercise extreme caution when operating a motor vehicle on school property. Speed limit- 10 miles per hour on school property.
4. Upon arrival at school, the vehicle is to be parked and locked, and must remain so until the end of the day. **Students must leave cars as soon as they park and not return until school is dismissed.**
5. Students will be assigned a numbered parking space.
6. Student parking is in the **main lot only**, not in the circle drive, the north end of the building, by the dumpster, or the tin shed.
7. Students **must** yield to buses.
8. Only students going north may use the north exit.
9. Violation of Student Handbook rules will result in point’s assessment and may result in the loss of driving privileges and/or revocation of parking privileges.

10. Refer to number four under Procedures for Searches (p.24). Violations of any of these rules can and will result in the loss of driving privileges or vehicle being towed at the owner's expense.

## EXTRA-CURRICULAR MISCONDUCT

While participating in extra-curricular activities (either as a participant or as a spectator), students will adhere to Northwestern Community Unit School District No. 2 Discipline Code as well as all federal, state and local laws. Student misconduct during extra-curricular activities may be handled similarly to misconduct taking place during school hours on district premises.

Appropriate disciplinary measures may be taken by the sponsor/teacher/coach as well as referrals to the administration for disciplinary action in the event of misconduct. This may cause the student to be removed from extra-curricular activities and/or positions of leadership (e.g., Student Council, FFA, etc.).

Students and parents are reminded that participation in activities is a privilege. Students must assume responsibility for their behavior during their participation and abide by any rules and codes as may be implemented. Student misconduct will result in points being assigned and may result in the student's temporary or permanent removal from extra-curricular activities.

At the conclusion of a game or extra-curricular activity, students are expected to depart the premises in a timely manner. Students who do not depart in a timely manner may be banned from future extra-curricular activities or events.

## STUDENT DRESS AND GROOMING

Students will be expected to abide by the following policies that are designed to create an environment conducive to learning.

All students in the Northwestern District, grades K-12, are expected to wear clothing in a neat, clean and well-fitting manner. Students are to use discretion in their dress and are not permitted to wear apparel that is distracting or obscene. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere or disrupt the educational environment or process.

- Dress and grooming shall not be contrary to curriculum goals and/or educational objectives or advertise, promote, or picture alcoholic beverages, illegal drugs, or illegal or violent behavior.
- Dress and grooming including accessories shall not display lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols.
- Bare shoulders, bare backs and bare midriffs are unacceptable. All attire is required to have a neckline, which does not show the chest or cleavage area.
- All tops/shirts must have sleeves. The following types of tops (but not limited to) are not permitted: halter tops, tube tops, tops with spaghetti straps, and tank tops which violate the conditions stated in the opening of this dress code.
- Severely ripped clothes and pajamas are inappropriate for school and are not allowed. No holes causing skin to be visible. No tights underneath of ripped clothes to cover skin.
- Clothing made of fishnet fabric is not permitted.
- Hemlines may not be any shorter than mid-thigh (finger-tip length). **No Soffe shorts.**
- Ragged hemlines or cut off hemlines that drag shall not be worn in the buildings.

- Properly fitting clothing is to be worn. Undersized, oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waist. Sagging is prohibited.
- Appropriate footwear must be worn at all times.
- Roller blade type shoes are prohibited.
- Coats, sunglasses, and head apparel (hats, bandanas, scarves, etc.) shall not be worn in the buildings during the school day. No book bags, bags, or purses shall be carried throughout the buildings during the school day. These items are to be locked in student lockers.
- Pierced jewelry other than earrings worn in the ear shall not be worn.
- Chains are prohibited.
- Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times.

**Students who violate this Dress Code will be required to immediately change into attire previously approved by administration. Failure to comply will result in designated consequences. They will not be excused during the time that it takes to be in compliance with the Dress Code. Interpretation will be the responsibility of the Building Administrator(s). These rules apply to all student activities and transportation under the direction of the school. The following point system reflects all student activities in the same manner.**

## **JUNIOR HIGH AND HIGH SCHOOL**

### **MISCONDUCT/POINT SYSTEM**

<i><b>Point</b></i>	<i><b>Discipline</b></i>
5	1 lunch detention
10	2 lunch detentions
15	1 after-school detention
20	2 after-school detentions
25	In-school suspension (1-3 days)/Bus Suspension
30	In-school suspension (1-3 days)/Bus Suspension
35	In-school suspension (1-3 days)/Bus Suspension
40	Saturday School (In-School Suspension 3-5 days)
45	Saturday School (In-School Suspension 3-5 days)
50	Saturday School (In-School Suspension 3-5 days)
55	Saturday School (In-School Suspension 3-5 days)
60	Out-of-school suspension (1-10 days)
65	Out-of-school suspension (1-10 days)
70	Out-of-school suspension (3-10 days)
75	Out-of-school suspension (3-10 days)
80	Out-of-school suspension (5-10 days)
85	Out-of-school suspension (5-10 days)
90	Out-of-school suspension (5-10 days)
95	Out-of-school suspension (5-10 days)
100	Out-of-school suspension with Disciplinary Probation
120	Out-of-school suspension with recommendation For alternative school placement or expulsion

**5 point violations**

Abuse of Hall Pass  
Cell Phone Violation  
Dress Code/Appearance  
Excessive Talking in Class (repeated incidents)  
Gambling  
In Parking-lot without permission  
Parking violation  
Leaving lunch area without permission  
Leaving school without permission/not signing out  
Not bringing materials to class (repeated incidents)  
Obscenity  
Projectiles  
Public Display of Affection  
Sleeping in Class (repeated incidents)

**10 point violation**

Class dismissal  
Disrespect toward staff  
Disruptive behavior/Mischief  
Forgery  
Graffiti/Minor vandalism  
Lunch room violation  
Lying to faculty/staff/administration  
Not returning to class after activity

**15 point violation**

Computer misuse  
Misconduct under substitute teacher  
Unsafe driving in parking lot  
Gang/satanic graffiti/symbols/signing  
Rough housing  
Cheating/plagiarism

**25 point violation**

Disruptive devices  
Truancy

**30 point violation**

Defiance of authority  
Fighting  
Possession/use of tobacco products  
Theft  
Theft/vandalism of less than \$150.00

**40 point violation**

**Gesture/Obscenity toward staff**

**Harassment of student**

**Intimidation of student**

**Bullying**

**60 point violation**

**Threat/intimidation/harassment toward staff**

**Theft/vandalism of \$150.00 or more**

**Zero Tolerance**

**Drug/Alcohol abuse, etc.**

**Assault/Battery of Staff member**

**Weapons possession/Use**

**False Fire Alarm**

**Bomb Threat**

**Explosive Devices**

**Gross Disobedience or misconduct**

## **MISCONDUCT POINT SYSTEM GUIDELINES**

**35 points-** Discipline Warning Letter will be sent home.

**55 points-** Required Parent Conference. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *55 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the *school counselor/social worker*. The purpose of this conference is to develop a plan so the student can be successful in school.

**75 points-** Required Parent Conference. If a senior, the student will be unable to go on the senior trip. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *75 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the school *administrator*. The purpose of this conference is to develop a plan so the student can be successful in school.

**100 points-** The student will be placed on School **Disciplinary Probation**.

1. A student that accumulates **100** misconduct points or violates the policies of the Board of Education concerning misconduct may be placed on **School Disciplinary Probation** by a school administrator.
2. A student placed on probation shall be required to abide by the school's rules on tardiness, attendance, behavior, and such other specific conditions of the probation as may be established.
3. If the student fails to abide by the conditions of his or her probation or reaches **120** misconduct points, he/she may be subject to Alternative School Placement or an Expulsion hearing before the Board of Education.
4. While a student is on **School Disciplinary Probation** he/she will have the opportunity to contract with his/her teachers and the administration to eliminate misconduct points.
5. While on **School Disciplinary Probation** the student will not be allowed to attend any after school extra-curricular activities home or away.

**120 points-** When a student accumulates **120** points under the misconduct points system, the student will be recommended for expulsion or alternative school placement. The length of the expulsion or the option of alternative school placement will be determined on a case-by-case basis.

**Points may be earned back through an approved behavior contract with both the teacher and administration.**

### **SATURDAY SCHOOL GUIDELINES**

Saturday School is intended to provide an alternative to the suspension of a student out of school. Students will receive a three hour (8:00 a.m.-11:00 a.m.)Saturday School assignment. The student will be expected to bring enough work to keep them busy during the time assigned. **If a student does not attend Saturday School, does not bring work for the time assigned, or is sent out for behavior, he/she will be suspended out of school for two days with no credit given except for major works.** This out of school suspension will be for the two days of school immediately following the Saturday School. The second time a student chooses not to attend an assigned Saturday School; he/she will be assigned three days out-of-school suspension and will no longer be assigned Saturday Schools for the remainder of the semester. Once a student has failed to successfully complete two assigned Saturday Schools during a semester, inappropriate behaviors that would normally result in Saturday School assignment will result in an out-of-school suspension. **STUDENTS WHO ARE ABSENT ON FRIDAY ARE STILL EXPECTED TO SERVE ANY ASSIGNED SATURDAY SCHOOL.**

The rules and procedures for Saturday School are as follows:

1. Students will be given two school days' notice before serving Saturday School so they can make necessary arrangements.
2. Students should report to the high school commons by 7:50 A.M. on the day assigned.
3. If a student is late, he/she will not be admitted.
4. Students will be seated by the supervisor.
5. Students will be given a short break at 10:00 A.M.
6. Food, drinks, electronic devices such as I-Pods and laptops are not permitted. Cell phones should be powered off.
7. Sleeping is not allowed.
8. The supervisor has the responsibility to maintain regular classroom discipline. A student may be sent out of Saturday School for violation of rules or procedures. If a student is sent out of Saturday School, he/she will serve a 2-day out-of-school suspension.
9. Saturday Schools are expected to be served even though a student might be assigned out-of-school suspension during the same time period.
10. Students attending Saturday School are expected to follow the School Dress Code and follow all other student handbook policies.
11. If school is cancelled on the Friday before Saturday School due to snow day etc., then Saturday School will be cancelled as well and will be rescheduled.

### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

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 District shall comply with the Individuals with Disabilities Education Improvement Act and the Illinois State Board of Education’s special education rules when disciplining special education students. No special education student will be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## GRADING SYSTEM-HIGH SCHOOL

In September of 1998, Northwestern High School changed to a weighted grading system. Under this system a student can receive extra grade point value for certain “honors” classes. These grade points are used to calculate class rank, grade point average and honor roll. They do not affect credit given in anyway.

Students wishing to enroll in honors classes must have at least a 3.0 cumulative grade point average.

Honors Class	Regular Class	Honors Class	
A 5.0	4.0	Biology II	U.S. History CP
B 4.0	3.0	Spanish II, III, IV	Psychology
C 3.0	2.0	Chemistry II	Advanced Math
D 2.0	1.0	Algebra II	Physics
F 0.0	0.0	English IV CP	Calculus

## CREDITS AND CLASSIFICATION

<b>Sophomore</b>	5 Credits	<b>Junior</b>	12 Credits	<b>Senior</b>	19 Credits
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## GRADUATION REQUIREMENTS

*Students must complete at least 7 semesters prior to graduation.*

English I	1 credit	Consumer Ed/HRM	.5 credit
English II	1 credit	Computer Application	1 credit
English III	1 credit	Driver’s Education	.5 credit
English IV	1 credit	Health	.5 credit
Three years of Math	3 credits	P.E. (3 years)	3 credits
U.S. History	1 credit	Electives	8 credits
Constitution Test	Pass	Freshman Seminar	1 credit
Additional Soc. St.	1 credit	Learning Strategies	1 credit
Biology I	1 credit	Band, Art, Foreign Language	
Physical Science	1 credit	or Vocational Education	1 credit

**Required total credits 26 credits**

## ADD/DROP CLASS

Students will be allowed to request in writing to drop or add a class up to the completion of the third day of the semester. All changes must have administrative approval. Students dropping a class after this period will receive a failing grade for the semester. The administration reserves the right to make exceptions to the policy on a case-by-case basis.

## SEMESTER AND FINAL EXAMS

All Northwestern Junior High students are required to take both first and second semester exams in each of their classes. High School requirements are as follows:

1. All students, **including Seniors**, must take first semester exams.
2. Seniors who's PSAE test scores Meet or Exceed the Illinois Learning Standards for a particular subject area may elect to be excused from that subject's first semester final.
3. Any senior participating in early graduation may be required to take semester exams.
4. Students with an "A" average\* in a class and no more than 3 days excused absences **for the entire year**, or "B" average\* and no more than 2 days excused absences **for the entire year** may elect to be excused from taking the second semester exam. Students starting a new class 2<sup>nd</sup> semester must have an "A" average\* and no more than 2 days excused absences or a "B" average\* and no more than 1 day excused absences to be exempt from the final exam. Any student with 1 or more unexcused absences will be required to take the final exams. \*the average will be calculated using 50% 1<sup>st</sup> Semester (Q1, Q2, and Semester Exam) and 50% 2<sup>nd</sup> Semester (Q3, Q4).
5. Any student not required to take an exam may elect to take the exam to raise their score. If the exam does not raise their score, the student may choose to disregard the exam score.

*The campus will continue to be closed during the exam periods as it is during the year. This means that students will not be allowed to leave the building without prior administrative approval. Exams are scheduled on a two-period basis for each class with each day having four exam periods possible. Semester and final exams count for 15% of the grade for all Northwestern Junior and Senior High School students.*

## JUNIOR HIGH PROMOTION-RETENTION

Junior High School students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria: **Grades 7-8:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained. Final course grades are determined by averaging the 2 final semester grades (sum of final grades for S1 + S2 divided by 2).

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **DANCES**

The student body at Northwestern has the opportunity to attend several dances during the year. The dress code for most dances will be casual with the exceptions of Homecoming (semi-formal) and Prom (formal). Northwestern students must register any out-of-school date with the office prior to the dance. In addition, all dances are grade level specific; meaning if it is a high school dance, no junior high students will be allowed to attend. The Board has also approved the use of a breath analyzer at all dances. The procedure for this is as follows:

1. All Northwestern students and their guest entering the dance area will submit to testing. Students should arrive in a timely manner; the breath analyzer is available for only one (1) hour after the doors open.
2. Any non-Northwestern person attending the dance as a date, regardless of age, will submit to testing. Refusal will result in denial of entrance to the dance.
3. Students not passing the test will be detained for parent pick-up and face school and/or legal discipline measures.

Other Regulations:

4. No one can leave the building and expect to return to the dance.
5. Students who are absent from school on the day of the dance, (or the last school day before the dance) for any reason (illness, suspension, expulsion, etc.) are not permitted to attend unless they have received prior permission from the administration.
6. Students who misbehave during the school year (as determined by the administration) may be banned from extra-curricular events and activities, including dances.
7. The sponsoring club or organization must clean up after the dance and put tables and chairs back in proper order before the time of the next scheduled class in the gym.
8. All dances must be placed on the school calendar and approved by the principal.
9. All school dances are considered to be an extra-curricular activity. Students must obey the discipline rules as listed in other parts of the student handbook.
10. The administration must OK all outside guests to student only dances.
11. Refer to number six (6) under Student conduct (p.16).
12. Dance guests 21 years and older need proof of a background check at the individual's own expense and it must be submitted to the High School Office one (1) week prior to the dance.

## **EDUCATION TO CAREERS (SCHOOL TO WORK)**

Some seniors (also juniors with prior administrative approval) may participate in our school-to-work program. Prior approval of the program director and documented employment are required. The school-to-work program is for 7<sup>th</sup> and 8<sup>th</sup> periods only.

## SENIOR TRIP

The year-end senior trip is a privilege, not a property right. Students who choose to display misbehavior during the school year are in jeopardy of losing the privilege of participating in the trip. Seniors who do not attend the senior trip are expected to attend school during the senior trip. A senior who is not achieving a 77% semester average and a 77% quarter average at the mid-term of the 4<sup>th</sup> quarter in a class which is required for graduation will not be allowed to participate in the senior trip. A senior with graduation in jeopardy or who has reached 75 points or more level on the discipline system, will not be allowed to participate in the senior trip. **Students who move into the district in the 2<sup>nd</sup> semester of their senior year may be subject to an increased fee to attend the senior trip. In addition, any senior with more than three (3) days of unexcused absences (8 periods of unexcused absences equal one full day of absence) or more than 6 tardies will NOT be eligible for the senior trip regardless if a deposit has been made. Trip deposits will not be refunded.**

## COMMENCEMENT DRESS CODE

Shorts, “flip-flops” and other attire deemed inappropriate by the administration will result in exclusion from commencement ceremonies.

## EXCLUSION FROM COMMENCEMENT

A student may be excluded from commencement for any or all of the following reasons:

1. Failure to abide by the commencement dress code.
2. Any inappropriate displays/behavior during the last week of school.

## ATHLETIC & EXTRA-CURRICULAR

When a student becomes a member of a team, club, and/or organization, it is both an **honor** and a **privilege**, and carries the responsibility of a leadership role. The student becomes very visible as a representative of the Northwestern School District and must represent him/herself in an exemplary manner. The student is therefore responsible for the following rules listed under the extra-curricular guidelines:

## EXTRA-CURRICULAR EXPECTATIONS AND PHILOSOPHY

The purposes of extra-curricular programs are to provide students with the opportunity to experience wholesome activities on an interscholastic level. From their participation, students should gain a sense of commitment, dedication, and demonstrate high standards of morality, attitude, and conduct. Extra-curricular activities are sponsored to help increase the overall educational experience of students in the Northwestern schools. Participation in extra-curricular events is considered a privilege.

## STUDENT RESPONSIBILITIES

Students involved in extra-curricular activities, whether as participants or spectators, are representing themselves, their family, their school, and the community when attending an extra-curricular event. They are expected to maintain a high standard of responsibility at these activities.

Students involved in extra-curricular activity will:

1. Display good sportsmanship.
2. Display a high standard of conduct.

3. Demonstrate respect for authorities/teachers, coaches, officials, and sponsors.
4. Display a spirit of cooperation.
5. Maintain a neat appearance when representing Northwestern School District.
6. Use appropriate language.
7. Abide by all school rules.

## COACHES

Coaches/Sponsors of Northwestern teams will:

1. Travel to and from all events with their players.
2. Supervise players before, during, and after practices and games.
3. Complete pre and post season inventories of all equipment and supplies.
4. Schedule all practices and games through the athletic office.
5. Excuse absences from practice or games due to player's religious obligations, medical appointments, funerals, or family emergencies.
6. Behave in an exemplary manner at all practices and games.
7. Complete any other duties as specified by the athletic director.

## SCHOOL FACILITIES/EQUIPMENT

All students are expected to maintain facilities and equipment in an orderly manner. Clean up after each use and leave the area looking as good as or better than it was found.

All equipment must be turned in before the athlete may begin practice for the next sport, receive report cards, or athletic awards. If equipment is not turned in, the athlete will be billed and/or law enforcement called.

## TRANSPORTATION

Students are required to ride to and from events with their coaches and teammates, *with the exception that* a student's parent or guardian may sign a student out at the event to ride home with the student's parent or guardian. Failure to abide by the requirements above is considered Defiance of Authority which is a 30 point violation.

For the Northwestern co-op practices and events, transportation will be provided when a driver is available.

## PRACTICE

Athletes are required to attend all practices during the season. If the student does miss, he/she must tell the coach before the practice missed. Medical appointments, religious obligations, funerals, or family emergencies are exceptions. Appointments for personal convenience (i.e. shopping, hair, work) **will not** be excused. The following sequence may be used when an unexcused absence from practice occurs:

- 1<sup>st</sup> Athlete is suspended for one quarter of the next game.
- 2<sup>nd</sup> Athlete is suspended from one game.
- 3<sup>rd</sup> Athlete is removed from the team.

## ELIGIBILITY

The following list is a guide as to what will be expected of student athletes and cheerleaders at all times:

1. In accordance with the IHSA/IESA policies, Northwestern will determine eligibility using a “no pass, no play” procedure. Participants are required to pass in all classes in order to be eligible for extra-curricular activities.
2. Grades will be checked on a weekly basis with the Athletic Director retrieving grades from the computer system on Thursday afternoon and the coach being notified on Friday of any player being academically ineligible. The grade used to determine eligibility would be the grade received if the semester ended on that day. Ineligible students will be held out of all contests from the following Monday through Sunday. Exception: Athletes cooping at Greenfield will follow Greenfield’s ineligibility timing. When athletes are ineligible because of grades, they are not allowed to dress for games or leave early to get ready for a game. It is the coach’s decision whether or not the athlete sits on the bench.
3. During the sports season any student who is academically ineligible will be allowed to practice but cannot participate in a competition.
4. If a student is ineligible or suspended from a game and he/she attends school that day, the student may be required to attend the game and sit with the team at the coach’s discretion. If a student is absent from school or the game due to illness or any other excusable reason that game will not count as the suspended contest.
5. If a student misses any part of the last four (4) periods of the school day because of illness or an unexcused absence, the student will not be allowed to participate in any team activity that day.
6. In order to participate in an interscholastic activity, students must complete the following prior to the first practice:
  - A. Have a current (less than one year old) record of a physical examination on file in the school office.
  - B. Have a current (present school year) signed student/parent insurance waiver form on file in the school office.
  - C. Have paid the activity fee per board approval.
  - D. Have a completed Photo form.

Failure to comply with any of the above criteria shall give the administrator, coach, or sponsor of said sport or activity the authority to release the participant for any number of games and/or extra-curricular activities.

## ATHLETIC PROGRAMS

Athletic programs, which may be offered at Northwestern Junior-Senior High School, are:

### Junior High Sports

Cheerleading  
Boys Basketball  
Volleyball

### High School Sports (With Greenfield)

Cheerleading  
Baseball  
Softball  
Football  
Girls/Boys Track  
Girls/Boys Basketball  
Volleyball

## **ATHLETIC EQUIPMENT USE**

Athletic equipment should not be worn in gym classes or elsewhere, other than in regular athletic contests or scheduled practices, unless directed by the Coach.

Athletes are responsible for all equipment and clothing issued to them or entrusted to them for their use. Damages or lost articles must be paid for a replacement cost.

## **GROOMING**

Athletes must wear their hair in a proper length that will not interfere with their safety and/or IHSA (IESA) regulations.

## **STUDENT/ATHLETE RULES OF CONDUCT**

All students/athletes must adhere to the rules and regulations of the *Extra-curricular Guidelines* that will be distributed and signed by parents and students prior to each season.

## **ATHLETIC PARTICIPATION FEE**

During the school year, all athletes must pay a participation fee. Co-op participation fees will be paid to the host school. The cost of the participation fee is \$35 for Jr. High Cheerleading, \$40 for Jr. High Basketball and \$40 for Jr. High Volleyball.

If the athletic participation fee cannot be paid and the student wishes to participate in a sport, he/she should contact the Athletic Director or Principal.

No athletic participation refunds will be given after the first official practice.

## **INSURANCE**

Students are covered against medical expenses for accidental injuries that occur while attending regular school sessions and participating in activities exclusively organized, sponsored and supervised by school employees, except for tackle football.

This coverage is provided as secondary insurance to parents and students in the local district. There will be no charge for the coverage as long as no additional expense is incurred for the plan by the district.

Certain exclusions and limitations will apply; even if a student/family already has insurance protection, the student accident coverage can help fill the gaps in the coverage left by deductibles or coinsurance payments. Applications for benefits are available in each school's office. The district assumes no responsibility for any accident or for the filing of claims. Claims must be filed immediately after an accident by the student/parent.

Co-op athletes must follow the Greenfield-Northwestern Athletic Co-op insurance guidelines.

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its

branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance form a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **EXTRA-CURRICULAR GUIDELINES**

- I. The major offense includes use or possession of alcoholic beverages, tobacco, drugs, narcotics, or hallucinating agents.

**OFFENSES & ACTIONS:**

**BOYS & GIRLS SPORTS**

FOOTBALL  
 FB CHEERLEADING  
 SOFTBALL  
 BASEBALL

VOLLEYBALL  
 BASKETBALL  
 BB CHEERLEADING

TRACK

**ALCOHOL**

1 <sup>st</sup> Offense	2 Games	4 Games	2 Meets
2 <sup>nd</sup> Offense	6 Games	12 Games	6 Meets
3 <sup>rd</sup> Offense	(1) Calendar Year Suspension		

**ILLEGAL DRUGS**

1 <sup>st</sup> Offense	6 Games	12 Games	6 Meets
2 <sup>nd</sup> Offense	(1) Calendar Year Suspension		

**TOBACCO**

1 <sup>st</sup> Offense	½ Game	1 Game	½ Meet
2 <sup>nd</sup> Offense	2 Games	4 Games	2 Meets
3 <sup>rd</sup> Offense	Rest of Season		

### **OTHER EXTRA-CURRICULAR ACTIVITIES**

In addition to the athletic programs listed above, the following extra-curricular activities will abide by the extra-curricular guidelines.

National Honor Society	Student Council	JH Service Club
HS FFA	FCCLA	JH FFA
Library Club	Drama Club	Science Club
Annual Staff	Spanish Club	Flags
Band Activities	Various Clubs	

**ALCOHOL**

1 <sup>st</sup> Offense	No participation in next 2 activities
2 <sup>nd</sup> Offense	No participation in next 4 activities



**ILLEGAL DRUGS**

- 1<sup>st</sup> Offense No participation in activities for 1 Semester
- 2<sup>nd</sup> Offense Suspension from Student Council from 1 year

**TOBACCO**

- 1<sup>ST</sup> Offense No participation in next activity
- 2<sup>nd</sup> Offense No participation in next 3 activities
- 3<sup>rd</sup> Offense Suspension from Student Council for 1 year

**ANY ALCOHOL, ILLEGAL DRUG, OR TOBACCO OFFENSE WILL RESULT IN ANY OFFICER LOSING HIS OR HER CURRENT POSITION.**

II. If the offense occurs in a season, the disciplinary action will be carried into the next season proportionately. This will be a season the athlete must compete. If the student athlete is out of season, she/he will have the option to substitute the following punishments. This does not apply to the in-season athlete. This applies to all activities, not only sports. **This is for the 1<sup>st</sup> offense only.**

**ALCOHOL**- 20 hour’s school service or 4 weeks extra-curricular suspension.

**ILLEGAL DRUGS**- 40 hour’s school service or 6 weeks extra-curricular suspension.

**TOBACCO**- 5 hour’s school service or 1 week extra-curricular suspension.

III. Before any suspension provided under these rules shall take effect, the student shall be verbally informed and advised by the head coach. Violations will not be accepted on hearsay.

IV. Rules and regulations may apply to association with a minor using or having in their possession any illegal substance as well as someone using it themselves.

V. any second offense during the out-of-season (within one year time frame), the student athlete may be punished during the next participating season.

VI. Students remain on probation for a period of 1 year after a disciplinary action. If he/she receives no major discipline in that year, they are released from probation and returned to original status.

VII. Each coach has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance, detentions, curfew, dress, general appearance, conduct, profanity, etc. These rules as well as the disciplinary action to be carried out will be set by the individual coach.

VIII. Athletic season dates are as follows:

High School

- Volleyball August to October (or end of State Tournament play)
- Football August to October (or end of Playoff participation)
- Basketball November to February (or end of State Tournament play)
- Track January to May (or end of State Meet participation)
- Baseball February to May (or end of State Tournament play)
- Softball February to May (or end of State Tournament play)

Jr. High School

Basketball	October to February (or end of State Tournament play)
Volleyball	November to March (or end of State Tournament play)
Summer Basketball	June
Football Passing League	July
Volleyball League	June and July

The above dates outline “In Season”. Punishments not completed during the season may be finished out of season through service work or carried over to the following. This will be decided by the coach with input from the athlete.

IX. Some punishment may be substituted through professional counseling provided the coaches, parents, athletic director, and student agree.

**NOTE:** Coaches reserve to counsel athletes and consult with parents as situations arise of in or out-of-season dates.

## IHSA REGULATIONS

Students must abide by IHSA regulations at all times. The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

## IESA ELIGIBILITY RULES

Students must abide by IESA guidelines at all times.

## SPORTS AWARDS

These awards are given to every athlete when they participate for a full season of a sport:  
1<sup>st</sup> year- Junior High N

Athletes may receive up to three (3) pins per sport.

In order to receive any award, athletes must finish the season with the team. The only exception will be in the case of illness or injury.

## ELEMENTARY (PRE-K TO 6) INFORMATION

### ADMISSION TO NORTHWESTERN ELEMENTARY SCHOOL

A child must be five (5) years of age on or before September 1 of the school year to enter kindergarten. A child entering kindergarten must present a certified copy of a birth certificate within 30 days of enrollment.

**A student will not be allowed to attend class after the deadline without a birth certificate or other legal evidence of a birth date.**

There is no provision for mid-year registration. If a child reaches his/her fifth birthday after September 1, he/she will not be eligible to enroll until August of the following year. Should a child be enrolled in an adjoining school district in this age group with the intent to enroll the child in

Northwestern Elementary School when he/she becomes five, the child will not be enrolled in District No. 2 until the following year. This violates the intent of the law and school policy.

## NORTHWESTERN ELEMENTARY SCHOOL'S GENERAL RULES

### GENERAL RULES

1. Treat others as you wish to be treated.
2. Stay in assigned areas.
3. Be prepared for class.
4. Show respect for personnel by following directions the first time they are given.
5. Keep hands, feet, and objects to yourself.
6. No name-calling, obscenities, crude gestures, teasing, roughhousing, or fighting.
7. Respect school property and the property of others.
8. Caps, hats, head coverings, and sunglasses are to be removed when inside the school building.
9. No cheating or copying each other's schoolwork.
10. No CD players or other electronic devices are allowed unless prior approval is given.
11. Students must obey Junior/Senior High School rules when in the Elementary building.

### RECESS PROCEDURES

Students will have Physical Education every day with Mrs. Fones and a morning recess before lunch every day. Students will go outdoors as much as possible. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should **always dress for outside recess**. When a child is unable to go outside, a note stating the reason should be sent by the parent or guardian to the teacher. If a child is to remain inside for more than 3 days, **a note from your doctor will be required**.

The general rules for these periods are:

1. Show respect for school personnel by following directions the first time they are given.
2. Stay in assigned area.
3. Keep hands, feet, and objects to yourself.
4. Stop playing and line up quickly when the whistle is blown.
5. Use equipment properly.

### GENERAL OUTSIDE PLAYGROUND RULES

The outdoor playground and equipment are designed for the children to enjoy in a recreational and safe way. Students are to remain on the designated area of play during recess. When the fields are wet or muddy, they will become off-limits. The following rules are provided as a guide for a fun and safe playground:

1. Misuse or destruction of the playground equipment will not be tolerated.
2. Tackle football is not permitted.
3. Kicking, wrestling, pushing, tripping, and spitting will not be tolerated.
4. No skates or skateboards are allowed.
5. All misunderstandings are to be settled by the supervising teacher.

6. You must ask the adult on duty if you need to re-enter the building.
7. Do not bring toys to school recess.
8. If a student brings something to recess that they shouldn't, the aide shall take away the item and return it after recess.

### **INSIDE RECESS RULES**

Generally, the students will remain in their classrooms during indoor recess.

1. Show respect for the school personnel by following directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Do not run, tag, chase, push, or shove others.
4. Do not throw balls or other objects in the room
5. Keep noise to an acceptable indoor level.
6. You must have permission from the adult to leave the classroom.

### **LUNCH ROOM**

1. Aides are in charge and may give directions to students.
2. Use good manners at the tables and at recess.
3. Students should sit where directed.
4. Students should keep voices low. Do not yell or scream while in the cafeteria.
5. Keep your hands and feet to yourself. Do not touch the food or trays belonging to others.
6. No toys are allowed in the lunchroom.

### **TARDIES**

Students in grades K-6 will be considered tardy if they are not in their rooms by 8:10 A.M. If a student arrives after 8:10 A.M., he/she is required to get an admit slip from the office. Parents have the responsibility by state law to have children in school at the start of the day.

### **ELEMENTARY STUDENT DISCIPLINE GRADES K-6**

We want your child's educational experience to be a very positive one. In order for your child to get the most out of his/her school day, good classroom discipline must be maintained. Teachers will maintain their own set of classroom rules and teacher aides will maintain cafeteria and playground rules. However, in some instances it may become necessary for the principal, special education director or social worker to become involved in your child's discipline. At the time when the principal or someone other than your child's teacher needs to become part of the child's school discipline; the following steps will possibly be implemented. Extreme and repeated instances may result in immediate isolation, suspension or recommendation for expulsion to the board of education. Intervention can be implemented at any level if the teacher has already implemented prior steps.

**LEVEL I ACTIONS:** Violation of classroom rules set by the teacher; violation of playground rules set by the teacher or aide; profanity; cell phone or other prohibited electronic device; and non-violent bus situations.

**LEVEL I CONSEQUENCES:** Disciplinary Referral and possible telephone call; verbal warning/counseling; parent contract; loss of recess; noon detention; after school detention. After the third violation for the same offense, an after school detention will be given. After six violations for any reason, an after school

detention will be given, and if the student continues level I actions then he/she will go to level II consequences.

**LEVEL II ACTIONS:** Repeated Level I behaviors; bullying behaviors such as teasing, taunting, threatening or indirect bullying behaviors that would socially isolate another through intentional exclusion; sexual harassment; theft; property damage; gross vulgarity; defiance, disrespect or flagrant disobedience; use or possession of tobacco or smoking materials; physical violence or deliberately harming another person; possession of contraband items; unauthorized use of cell phones during the school day.

**LEVEL II CONSEQUENCES:** Disciplinary Referral; possible parent conference; possible loss of privileges or after school detention; possible in school isolation or suspension; possible referral to social worker or school psychologist for observation and possible educational/behavioral evaluation; removal from class pending parent conference.

**LEVEL III ACTIONS:** Selling or transferring drugs on school grounds; possessing or under the influence of alcohol, drugs, or drug look-alikes on school grounds; possession of a firearm or any item that may be used as a weapon; deliberately harming or threatening to harm school personnel; continued or extreme sexual harassment; gross disobedience or misconduct as defined by board policy which is defined in student handbook.

**LEVEL III CONSEQUENCES:**

1. If a student is found selling or transferring drugs on school grounds the student will be given an immediate 10 day suspension, law enforcement authorities will be called.
2. If a student is found using or possessing drugs or any other intoxicants on school grounds the result will be up to 10 days suspension; notifying authorities;
3. Possession of a firearm, explosive device or any other item that can be construed as a weapon will result in a 10 day suspension; confiscation of weapon; notification of authorities; and recommendation to the school board for expulsion. A student who is determined to have brought a firearm or other weapon to school; any school sponsored activity or event which bears a reasonable relationship to school, shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board of education on a case by case basis.
4. Striking, threatening or attempting to harm any employee of this school district will result in a 10 day suspension with recommendation for expulsion made to the school board. Law enforcement authorities will be called.
5. Any action which in the opinion of school authorities constitutes gross disobedience or misconduct as defined by board policy as defined in student handbook will result in out of school suspension for up to ten (10) days with a possible recommendation for expulsion to the board of education.

## **PROMOTION-RETENTION**

Elementary school students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria:

**Primary Grades 1-3:** Students shall be doing passing work/making progress in core subjects according to the following grade level requirements.

**First Grade:** It is critical that the student must pass/be making progress in reading. It is strongly recommended that the student be passing math as well.

**Second and Third Grade:** the student must pass/be making progress in Reading and Math.

**Grades 4-6:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained.

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **PRE-KINDERGARTEN PROGRAM**

Our Pre-K program is funded by a grant from the State of Illinois and is tuition free. The purpose of the grant is to seek and to provide opportunities to children, age 3 to 5 (non-kindergarten age), who have been screened and identified in need of early intervention. The criteria used for placement are as follows:

1. Developing in developmental areas (cognitive, speech and language, social emotional, fine motor, and gross motor) and,
2. Other at-risk factors including health-related or family issues may also influence eligibility into the program. The entire Pre-K staff will strive to provide opportunities for young children that will strengthen their potential in all developmental areas and enable them future success in school.

Our goal is to prepare young children with life-long learning skills for success in future schooling. This goal is accomplished through a developmentally appropriate program of “hands-on” experiences necessary for success within the school environment. The preschool year will mainly focus upon language and social development. The educational program will include:

- a. Reading and Writing readiness
- b. Language development
- c. Personal and Social development
- d. Fine and Gross Motor skills
- e. Auditory/Visual coordination
- f. Science appreciation
- g. Social Studies appreciation
- h. Music appreciation
- i. Health and Safety
- j. Field Trips

The curriculum will be based on learning centers with children’s project planning and choice making because young children learn best by doing. Play is the work of young children.

An important element in the success of our Pre-K program is the parental involvement component. Parent involvement is an invaluable part of a child’s education, because parents are their child’s first teachers. We want parents to be active participants in the education of their child. There

are monthly opportunities for parent participation. This includes home visits, classroom visits for interaction between parent and child, parenting classes, parent-teacher conferences, and family nights with educational components, parent information nights and field trips.

## **MEDICAL**

Any illness or injury should be reported to the office. An accident report will be filled out on the student's injury. If the injury or illness appears to warrant it, parents will be contacted for information and instruction. It is important that all pertinent information regarding home address, home phone numbers, parents' place of employment and employment phone numbers, as well as emergency contacts, be kept current in case emergencies arise.

Parents of students with special medical needs (e.g., hemophilia, diabetes, epilepsy, etc.) should inform the school nurse or building principal of such conditions so that appropriate action may be taken when and if necessary. **The student's physician should supply information pertaining to health conditions and/or physical restrictions.**

## **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

Parents/guardians shall present proof that the student received a health examination by a licensed physician and immunizations against, and screening for, preventable communicable diseases, as required by Illinois Department of Public Health, within one year prior to:

1. Entering Pre-Kindergarten, Kindergarten, sixth and ninth grades.
2. Entering school for the first time.
3. Transferring from a school out-of-state or out-of-country.

It is a school policy that all students participating in athletics must have an annual physical examination and be in compliance regarding immunization.

If a student does not comply with the requirements for physical examinations or immunizations by the first day of student attendance of the current school year the student will be excluded from school until proof of having received such or written proof of a scheduled appointment is presented to the district office. Transfer students will have 30 calendar days from their first day of enrollment to meet these requirements.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520).

## **EYE EXAMINATION**

Parents/guardians of students entering Kindergarten or school for the first time shall present proof before October 15 of the current school year that the student received a comprehensive eye examination by a qualified eye doctor such as an optometrist or ophthalmologist within one year prior to entry of school.

If proof is not submitted by October 15 the student's report card may be held until such proof is presented.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to an eye doctor.

## **DENTAL EXAMINATION**

All students in Kindergarten, Second and Sixth grades must present proof of having been examined by a licensed dentist before May 15 of that school year in accordance with rules adopted by the Illinois Department of Public Health.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to a dentist.

## **VISION AND HEARING SCREENINGS**

Vision and hearing screenings will be given to required students on an annual basis.

## **PARENTAL MEDICAID NOTIFICATION**

Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR part 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

## **CONTAGIOUS DISEASES**

Students suspected of having any contagious disease will not be permitted to remain at school unless authorized by a physician. In all cases, school officials shall be governed by the orders of local health officers of the State Board of Health offices.



## **HEAD LICE**

The school nurse will screen the students individually or by classrooms as indicated by the prevalence of head lice. When a student is identified with signs of head lice the following steps will be taken:

1. The parents or a responsible adult will be notified if signs of head lice are present and the student will be sent home. Written and verbal information will be provided to assist parents in the treatment of head lice. The student's hair must be treated and the nits removed.
2. Students will not be allowed to attend school if they have lice or nits.
3. The personnel in that school should screen siblings attending other schools.
4. Parents must make an appointment to have the student re-screened by the school nurse before returning to school. The parent or responsible adult must accompany the student for this screening. To schedule an appointment, call the school nurse at (217) 436-2442.

## **PRESCRIPTION/NON-PRESCRIPTION DRUGS AND THE ADMINISTRATION OF MEDICATION**

The purpose of administering medication to a student during school hours and related activities is to provide the most favorable condition of health conducive to his/her education curriculum.

If it is considered necessary for a student to take prescription or non-prescription medication at school, the following procedures (recommended by State Board of Education and Illinois Department of Public Health and American Academy of Pediatrics) must be carried out to provide a safe and healthy method of administration.

1. The parents or guardians must get a written request for prescription or non-prescription medications from the student's licensed prescriber to be presented at school before the medication can be administered to the student. This request must include the following information: student's name, licensed prescriber and signature, name of medication (dosage, route of administration, frequency and time of administration), date of prescription, date of order, discontinuation date, diagnosis requiring medication and other pertinent information, intended effect of medication, other medications the student is receiving, and the time interval for re-evaluation. This request will be kept in the school health files.
2. It is the responsibility of the parents or guardians to bring the licensed prescriber's request with written permission from parents or guardians, and medication to school.
3. All prescription medication must be brought in the original pharmacy container.
4. With a current doctor's orders, urgent non-prescription medications may be given to children who experience sudden, sub-acute illness such as headaches, toothaches, menstrual cramps, upset stomach, etc. Parents must provide all non-prescription medications and they must be brought to school in manufacturer's original container with the student's name attached to the container. Manufacturer recommended dosing schedules will be followed on all non-prescription medications unless written instructions are received from your licensed health care provider.
5. All medications will be stored in a secure area in the Junior/Senior High Office, Elementary Office, or Medical Office. Students may not carry and self-administer other common medications, such as acetaminophen, ibuprofen, cough drops, etc.
6. The person administering the medication must document each dose of medication. Documentation must include the following information: name of medication, time dosage, route, and signature of the person administering or supervising the student in self-

administration. If the medication is not administered as requested, the reason will be documented and signed.

7. At the end of the treatment regime, the parents or guardians will be responsible for removing any unused medication from the school office. If the medication has not been picked up by the end of the school year, the medication will be destroyed and documentation will be noted in the student health file.
8. All permission for long-term medication must be renewed annually. If there are any changes in medication, there must be written authorization from the licensed prescriber.
9. A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and /or medication, or the storage of any medication by school personnel". (Policy 7:270)

**The school district retains the discretion to reject requests for administration of medication.**

## **HOMEBOUND INSTRUCTION**

Homebound instruction is for those students who are unable to attend school due to physical or other medically related problems. Parents should notify the building principal of the need for their child to participate in homebound instruction. To qualify as a homebound student, the student must submit a physician's statement to be kept on file and complete an application for home services signed by the physician.

## **STUDENT TRANSFERS**

A student seeking admission to a district school must meet all residencies, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. A student must also present a completed "good standing" form from the school form which the student is transferring.

In accordance with Section 2-3, 12 (a) of the School Code, all public school districts are to provide this form to any student who is moving out of the school district to verify whether or not the student is "in good standing" and whether or not his/her medical records are up-to-date and complete as defined in Section 2-3 13 (a). "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to attend classes, as of the date of the form. No public school district is required to admit a student unless he or she can produce this form from the student's previous public Illinois School District enrollment.

## **STUDENT WITHDRAWAL**

Any student withdrawing from school to go to another school system is required to have a withdrawal record. The following information will be included:

- a. Good standing form
- b. Clearance list (texts and P.E. locks turned in)
- c. Estimated grades to date
- d. Administrative clearance (fees paid)

Please notify the school a few days in advance of the last day the student will be in attendance.

## **NO CHILD LEFT BEHIND**

No Child Left Behind (20 USC 6311 (h)(6)) requires each school district that receives Title I funds to notify parents that, they may request, and the school district will provide, information regarding the professional qualifications of their student's teachers, including at a minimum:

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

## **SCHOOL VISITATION RIGHTS**

Illinois law requires that employers grant employees leave of up to a total of 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to their children if the conferences or classroom activities cannot be scheduled during nonworking hours. However, no leave may be taken by employees unless they have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to them except sick leave and disability leave. Before arranging attendance at conferences or activities, employees must provide their employers with a written request for at least 7 days in advance. In emergency situations, no more than 24 hours' notice is required. Employees must consult with their employers to schedule leave so as not to disrupt unduly the operations of their employers. Leave provided for visitation does not have to be paid leave.

For the purpose of this notice:

"Employee" means a person, except an independent contractor, who performs services for hire for an employer for:

1. At least 6 consecutive months immediately preceding a request for leave; and
2. An average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months

"Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or nonprofit organization.

## **SCHOOL FEES**

Under certain circumstances, waivers for some school fees may be granted. Contact the office for further information.

### **ILLINOIS SCHOOL STUDENT RECORDS ACT**

The Illinois School Student Records Act divides school student records into “student permanent records” and “student temporary records”.

“Student permanent records” contain the minimum personal information necessary for the education of students. Such information shall include a student’s name and address, birth date and place, gender, parents’ names and addresses, academic transcript including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, attendance records, accident reports and health record, record of release of permanent record information, scores received on all State Assessment tests administered at the high school level, and such other entries as the Illinois State Board of Education may require or authorize; and may include honors and awards received, and information concerning participation in school-sponsored activities or athletics.

“Student temporary records” contain all information within school student records not contained in student permanent records. Such information shall include a record of release of temporary record information, scores received on State Assessment tests administered at the elementary grade levels, information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or a sanction, information required under Section 8.6 of the Abused and Neglected Child Reporting Act, and may include a student’s family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations or anecdotal records, participation in extra-curricular activities, including any offices held in school-sponsored clubs or organizations, honors and awards received, special education files, and other information of clear relevance to the education of the student. Temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school.

### **RIGHT TO INSPECT AND COPY SCHOOL STUDENT RECORDS; LIMITATIONS; COST FOR COPYING**

A parent or any person specifically designated as representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent’s child. A student has the right to inspect and copy his or her school student permanent record.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. No school employee shall disclose to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner’s child or children are enrolled. A copy of the order of protection shall be maintained in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection.

The cost for copying school student records shall be the actual cost of providing a copy or copies, provided that such costs shall not exceed \$ .35 per page. No parent or student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

## **CONTROL OF ACCESS AND RELEASE OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No. 2 reserves the right to control the access to and release of school student records. The District has the right to request a copy of any information released. All rules and regulations developed by the Illinois State Board of Education in compliance with the Illinois School Student Records Act, the Family Educational Rights and Privacy Act and the Freedom of Information Act will be observed by Northwestern CUSD No. 2.

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 the Illinois School Student Records Act or its regulations.

School student records or information contained therein may, consistent with Illinois law, be released, transferred, disclosed or otherwise disseminated, without parental consent, to the following:

1. A parent, student or person specifically designated as a representative by a parent;
2. An employee or official of the District or Illinois State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. Official records custodians of another school in which the student has enrolled or intends to enroll, upon request of such official or student;
4. Any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
5. Any person pursuant to a court order;
6. Any person specifically required by State or Federal law;
7. Juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court;
8. Subject to regulations of the Illinois State Board of Education, in connection with an emergency, to appropriate persons if the information is necessary to protect the health or safety of the student or other persons;
9. Any person with the prior specified dated written consent of the parent designating the person to whom the records may be released;
10. A governmental agency, or social service agency contacted by a governmental agency, in furtherance of an investigation of a student's school attendance;
11. SHOCAP committee members who fall within the meaning of "state and local officials and authorities", as those terms are used within the meaning of the Family Educational Rights and Privacy Act, for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; and
12. The Department of Public Aid in furtherance of the requirements of the School Code or the School Breakfast and Lunch Program Act.

## **RIGHTS AND PROCEDURES FOR CHALLENGING SCHOOL STUDENT RECORDS**

Parents have the right to challenge the accuracy, relevance or propriety of any entry in the school student records of their child, exclusive of:

Academic grades of their child; and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring.

Parents also have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in the record.

Northwestern CUSD No. 2 shall abide by the procedures prescribed by the Illinois State Board of Education when a challenge is made. Parents who desire to challenge school student records of their child may request a hearing by submitting a written request to the District, which said request shall contain notice of the specific entry or entries challenged and the basis of the challenge. Challenge procedures shall include the following:

1. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated.
  - A. A hearing officer, who is not employed in the school in which the student is enrolled, shall be appointed by the school.
  - B. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
  - C. At the hearing each party shall have the following rights:
    1. The right to present evidence and to call witnesses;
    2. The right to cross-examine witnesses;
    3. The right to counsel;
    4. The right to a written statement of any decision and the reasons therefore; and
    5. The right to appeal an adverse decision to an administrative tribunal or official established or designated by the Illinois State Board of Education.
  - D. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
  - E. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parents and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
    1. To retain the challenged contents of the student record;
    2. To remove the challenged contents of the student record; or
    3. To change, clarify or add to the challenged contents of the student record.
  - F. Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures.
  - G. Upon receipt of such documents, the Regional Superintendent shall examine the documents and record to determine whether the District's proposed action in regard to the student's

- record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school with 20 school days of the receipt of the appeal documents.
- H. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located (see Section 7(c) of the Act).

#### Directory Information and Disclosure

Information that may be designated as directory information shall be limited to:

1. Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses;
2. Academic awards, degrees, and honors;
3. Information in relation to school-sponsored activities, organizations, and athletics;
4. Major field of study, and,
5. Period of attendance in the school.

"Directory Information" may be released to the general public, unless parent requests that any or all such information not be released on his/her child.

### **DESTRUCTION OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No.2 annually reviews all school student records. Student permanent records are retained for not less than 60 years. Student temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school. Parents of students and students who graduated or left this school prior to five years ago are hereby notified that if they wish a copy of their temporary records before they are deleted or destroyed, they must make that request to the records custodian, at Northwestern Elementary School, 436-2442, or Northwestern High School at 436-2011. The scheduled destruction date of temporary records is August 15 of each year. Questions regarding school student records and procedures should be directed to the school district superintendent.

### **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extra-curricular opportunities shall be available for all students without regard to, race, color, national origin, ancestry, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, on the basis of sex or disability, be discriminated against in the provision of programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extra-curricular programs and activities.

Any individual may file a sex-equity, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described below.

The Superintendent and Building Principal will use reasonable measures to inform staff members, students, and parents/guardians of students of this policy and grievance procedure.

## **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with disabilities Education Act, 20 U.S.C. 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII or the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, program;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 9300006; or
12. Provision of services to homeless students.

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

### **STEP 1-FILING A COMPLAINT**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed. Upon receiving a complaint, a Complaint Manager shall inform the Superintendent of the substance of the complaint, unless the complaint involves the Superintendent, in which case the Complaint Manager shall inform the President of the School Board of the substance of the complaint. District Complaint Manager: Patrick Bowman



## **STEP 2-INVESTIGATION**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except; (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Step 3. The Superintendent will keep the School Board informed of all complaints.

## **STEP 3-DECISION AND APPEAL**

Within 5 school days after receiving the District Complaint Manager's report, the Superintendent or School Board President shall mail his or her written decision to the Complainant and Complaint Manager via U.S. first class mail.

Within 5 days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's or School Board President's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the School Board's decision, the Superintendent or School Board President shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of the School Code and, thereafter, to the state Superintendent pursuant to Section 2-3.8 of the School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

## **TITLE IX**

The Northwestern Community School Board of Education has adopted a policy which meets the requirements set forth in Title IX of the Education Amendments of 1972, which states: "No person shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered in this school."

## **SPECIAL EDUCATION**

The Northwestern Community Unit School District No. 2 offers a free and appropriate education to all children. Any child between the ages 3-21 residing in the school district is eligible for special education services if he/she is determined eligible by a multi-disciplinary team.

The Northwestern Elementary School provides:

- a. An annual screening of all children between the ages of 2 and 5.
- b. Hearing and vision screening at regular intervals.

- c. Speech and language screening upon initial enrollment in school.
- d. An on-going annual screening by teachers and other professional personnel for possible referral of those children who exhibit problems that interfere with their educational progress and/or adjustment to their educational setting.

Referrals for preliminary evaluation may be made through the building principal, by school district personnel, the parent of a child, community service agency personnel having primary care and custody, other professional persons having knowledge of the child’s problems, the child or the State Board of Education when there is reason to believe that a child may require special education. Parents and other members of the community may review a copy of the Rules Governing Special Education at the Superintendent’s office.

### **EDUCATIONAL PROGRAMS**

- 1. All students have access to all courses without regard to sex.
- 2. Graduation requirements are identical for all students.
- 3. Cheerleaders may be either male or female.
- 4. Physical Education classes will be integrated by members of both sexes. Separation of students by sex will be made in the following activities:
  - a. When dealing with human sexuality.
  - b. During such activities as wrestling, boxing, football, basketball, and other bodily contact sports.
  - c. Vocal Music-separation of persons based on vocal range and quality.

### **ASBESTOS WARNING/PUBLIC NOTIFICATION**

The following public notification is being released for compliance with the regulation of the Federal AHERA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan are on file for review at the Superintendent’s office.

This notification is to inform building occupants of the potential hazard and locations of materials containing asbestos. 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 any materials containing asbestos. Materials containing asbestos have been found in the following buildings: Northwestern Community Unit Schools (N.W.C.U.S.D. #2). Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

### **SCHOOL SECURITY DRILLS**

School security drills are as follows:

- 1. Fire 3
- 2. Tornado and Severe Storm 1
- 3. Earthquake and Evacuation 1
- 4. Armed Intruder 1

Failure to cooperate during a security drill is considered defiance of authority which is a 30 point offense.

## SCHOOL SONG

On Northwestern, On Northwestern  
Make that scoreboard climb  
Pass the ball right down the floor (field)  
A basket (touchdown) sure this time  
Rah, Rah, Rah  
On Northwestern, On Northwestern  
Fight on for your fame  
Fight fellows fight and we will  
Win this game!

Mascot-Wildcat

School Colors-Green and Gold

## ARRIVAL AND DEPARTURE

The doors at Northwestern are opened at 7:45 A.M. Students are dismissed daily at 3:00 P.M. at the elementary and 3:06 P.M. at the Junior/Senior High School.

**If your child will not be riding the bus home in the evening he/she must have a note from parents or he/she will be sent home on the bus.**

Parents need to notify the school if anyone other than the parent(s) is to meet their child at school. When the parent or designee comes to meet a child, the person should first check in at the office. If a divorce decree stipulates no parental visitation at school, the district needs a copy to put in the student file.

## SCHOOL CANCELLATION

School cancellation could occur due to extreme weather or any other unforeseen circumstances. Anytime school is cancelled the automated telephone notification system, SchoolMessenger, will be utilized. A working telephone number should be on file in the central office. Cancellations will also be posted to the following:

### TV Stations:

Channel 2 St. Louis  
Channel 4 St. Louis  
Channel 5 St. Louis  
Channel 20 Springfield

### Radio Stations:

WSMI 1540 AM, 106.1 FM

**Please have alternative plans for your children in case of emergency dismissals.**

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**Northwestern Community Unit School District No. 2**  
**Student Handbook**  
2014-2015

**FOREWARD**

This book is designed to give, in convenient form, important information about Northwestern Community Unit Schools. It is hoped that it may assist new students in adjusting themselves to the life of the school and that it may be a consistent reminder of the school's general procedures, ideals, and traditions. The goal of Northwestern is to create an environment where all students will be able to learn and participate in the many extra-curricular activities. Students are urged to read this book carefully and to keep it for reference throughout the year.

The superintendent, with input from the parent/teacher advisory committee, shall prepare disciplinary rules implementing the Northwestern School District's disciplinary policies. These disciplinary rules shall be presented annually to the Board of Education for review and approval. It takes all of us, including staff, students, parents, and community working together to accomplish this goal. Let's strive to make everyone proud to be a Wildcat.

We are required to have on file signatures of parents/guardians indicating they have received the student handbook. Handbooks will be distributed at the time of registration.

**HANDBOOK DISCLAIMER**

This handbook is not intended to create a contractual relationship with the student, nor is it an exhaustive list of District policies; rather its summary of District policies intended to describe the school, its current practices, procedures, rules and regulation (code of conduct), etc. Membership or participation in a school-sanctioned activity is a privilege and not a property right. As such, the Board of Education and the administration reserve the right to make modifications and/or policy changes when needed. Students and parents will receive the changes in a timely manner. A complete list of District policies is available on the schools website [www.northwestern.k12.il.us](http://www.northwestern.k12.il.us).

**VISION STATEMENT**

The vision of the Northwestern School District is to prepare all students to be academically, socio-emotionally, and technologically proficient in order to become productive members of society.

**MISSION STATEMENT**

The mission of Northwestern Community Unit School District No. 2 is to provide students with the opportunity to grow academically, technologically, and socially to become productive citizens within the community. This includes a commitment of parents, teachers, administrators, and students to work toward the completion of this mission.

## **EDUCATIONAL PHILOSOPHY**

**Specifically, the educational program should make it possible for the student to:**

1. Attain, commensurate with cognitive abilities, optimum proficiency in reading, writing, listening, speaking, social studies, science, and math skills, both computational and problem solving.
2. Develop an understanding of self: personality, strengths, weaknesses, and general capabilities.
3. Develop an ethical sense of community, which will help the personal manifestation of tolerance, kindness and justice to all others.
4. Develop an appreciation for interpersonal relationships, both in the family and in the community.
5. Develop skills for effective participation in the democratic process.
6. Develop knowledge and understanding of the natural and physical environment.
7. Develop economic competence as a consumer.
8. Develop marketable skills and vocational competence.
9. Explore and develop an appreciation of the fine arts.
10. Develop wise use of leisure time.
11. Develop zeal for continuous learning and self-improvement.
12. Be exposed to the world of work.
13. Develop technologically literate students.

**Furthermore, every effort should be made in the educational program to:**

1. Make the best use of the physical plant that was provided by the taxpayers.
2. Secure the judgment of the Board of Education in the selection and approval of the best personnel.
3. Advise and inform the public from time to time of all school activities and to seek their advice.
4. Provide the highest type of moral, ethical and professional leadership.
5. Inform the employed personnel of any actions of the Board of Education pertinent to his/her particular interests.
6. Maintain priorities consistent with the educational goals and philosophy of the District.

And finally, realizing that the final success of the educational program is measured in terms of the accomplishments of the student, the educational program should:

Foster in the student self-discovery, self-awareness, and self-discipline, enabling him/her to realize his/her worth as a human being and to formulate a personal set of values and goals.

Develop a positive attitude toward and practice of those disciplines which will produce a healthy mind and body.

Develop awareness of present and past cultures and civilizations, acquainting the student with the variations in mankind's cultural patterns and with the evolution of his/her national and cultural heritage.

Stimulate intellectual curiosity, guiding the student to learn how to seek further knowledge by familiarizing him/her with the resources and challenges of the world around him/her.

Provide fundamental career concepts and skills, developing in the student a foundation for further career training.

Direct the student in becoming proficient in the art of verbal and nonverbal communication.

Encourage an appreciation of beauty and to assist the student in developing a capacity for aesthetic perception, creation and judgment.

Encourage the student to discover and build from his/her individual strengths and develop an awareness of the value of striving toward excellence and mastery of skills.

Help the student learn to deal effectively with other people, while encouraging him/her to develop sensitivity to the needs and values of others and a respect for individual and group differences.

Develop social and personal responsibility involving the student in decision-making process and problem-solving activities as he/she works toward constructive change.

Help the student recognize the basic laws that explain the behavior of the universe and to help him/her use these laws to predict natural phenomena and to determine their impact on his environment.

Help the student realize his/her relationship to his/her fellow man through learning about man and man's laws and how to live in harmony with them.

Develop an understanding of consumer education concepts and economic principles for the purpose of achieving within the framework of the student's own values, maximum utilization of, and satisfaction from, one's resources.

## **STUDENT RESPONSIBILITY**

Northwestern Schools have the responsibility to provide a quality education to all students who attend these schools. Students have the responsibility to understand and observe all rules and regulations, and to conduct themselves in a manner that will result in the development of productive citizens. These rules and regulations are not limited to school property but also include all reasonable involvement of school activities and events (field trips, bus stops, post prom activities and all extracurricular events).

## **COMMUNITY RESPONSIBILITY**

We welcome the community and encourage community participation. All visitors are required to report to the office upon entering any building on campus. Parents wishing to visit the schools are encouraged to call the office to set up an appointment. The presence of former students in the school is discouraged during school hours.

## **ADMINISTRATION**

Mr. Patrick Bowman, Superintendent/Elementary Principal.....	436-2210
<a href="mailto:pbowman@northwestern.k12.il.us">pbowman@northwestern.k12.il.us</a>	
Mrs. Heather Haley, Assistant Elementary Principal .....	436-2442
<a href="mailto:hhaley@northwestern.k12.il.us">hhaley@northwestern.k12.il.us</a>	
Mrs. Brandi Maxedon, Junior/Senior High Principal.....	436-2011
<a href="mailto:bmaxedon@northwestern.k12.il.us">bmaxedon@northwestern.k12.il.us</a>	
Elementary/Unit Office.....	436-2442
Junior/Senior High Office.....	436-2021

## LUNCH PROCEDURES & PRICES

1. This district received a grant for 2012-2015 which allows all students to eat free of charge.
2. Any additional milk will be charged to the student.
3. Students with money owed will be provided with a milk account balance periodically throughout the school year.
4. School food prices for 2014-2015 school year:
 

Adult Breakfast	\$2.00	Adult Lunch	\$2.50
Extra Milk for Anyone	\$0.45		

## EXPECTATIONS OF STUDENT BEHAVIOR IN THE CAFETERIA

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Use kind words & actions. Wait for your turn politely. Do not cut in line or save a space. Follow adult directions. Be silent when signal is given. Use quiet voices. Use appropriate language. Use good manners.	Clean up after yourself. Get all utensils, milk & condiments when 1 <sup>st</sup> going through the line. Bring your own change for vending machines. Do not ask others for money. The office cannot provide change.	Walk facing forward. Keep hands, feet & objects to self. Use all equipment & materials appropriately. Report accidents, injuries & hazards to nearest adult. Report bullying, harassment, or intimidation immediately. Sit appropriately at the table. Stay at the table until dismissed. Ask permission to leave your seat.

## FREE/REDUCED MEAL APPLICATIONS

Although meals are paid through the grant, it is still necessary for families to apply for free and reduced lunch and breakfast as this fulfills other district criteria. Applications for free and reduced meals are available at each district building location. Letters containing guidelines and applications for free or reduced lunches are available during registration and throughout the year in the school office. Parents requesting free or reduced lunches must complete and return the application to the school office. Verification of income may be requested.

## TRANSPORTATION

The District shall provide free transportation for any student in the District who resides one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available. The District shall provide free transportation for a student living less than one and one-half miles from school where walking to school or to a bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is unavailable. A student's parent or guardian may petition the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation will be provided for special education students if included in the student's individualized education program. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

## EXPECTATIONS OF STUDENTS RIDING THE BUS

*NOTE: Cameras may be utilized to monitor student behavior and bus safety.*

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Use kind words & actions. Follow adult directions. Be silent when signal is given. Use appropriate language. Conversations should be appropriate for all ages.	Be on time at the approved bus stop. Clean up your trash. Do not leave items on the bus. Do not consume food or drinks on the bus.	Cross the road when the bus is completely stopped. Cross in front of bus only. Use quiet voices. Stay in seat while the bus is in motion. Students should sit on bottoms and face the front. Do not throw items out of the window. Keep hands, feet & objects to self and inside the bus. Report accidents, injuries, & hazards to driver. Report bullying, harassment, or intimidation immediately. Use emergency exit when directed by driver. Be quiet at railroad crossings. Possession and/or use of tobacco, alcohol, or other drugs are prohibited.
<p><b>PROCEDURES:</b> The bus driver may verbally reprimand a student, make a written report, or make a written request to the administration that a student be disciplined or suspended from riding the bus. Only the administrator or School Board may suspend students from riding the bus.</p> <p><b>CONSEQUENCES:</b> Discipline will be handled in cooperation with the transportation director, administration, and the student's parents or guardians. Penalties may include assigned seating, loss or suspension of bus riding privileges, detention, in-school suspension, out-of-school suspension, or expulsion.</p>		

## BICYCLES AND WALKING TO SCHOOL

Due to the location of the school, riding bicycles and walking to school is not encouraged. Permission from the Building Principal should be received prior to any student riding a bike to school.

## FIELD TRIPS

The school recognizes the value of student participation in field trips to increase learning. Field trips, which are going to exceed a 75-mile radius from Northwestern, will require Board approval unless it is an established yearly trip. Students need to be aware that the law considers all field trips the same as a classroom. Therefore, all school rules, regulations, and policies apply on these trips as if the student were actually in the school. Any parent planning to attend a field trip with their student must first participate in a background check through the district office at their own expense and must also attend at least 2 Parent Club meetings, be a classroom assistant, attend Open House/Parent-Teacher

Conferences, or contribute to the class in some manner approved by the teacher at least twice or a combination of the two. Remember, you represent not only yourself but also your school, family, and community. All classroom assignments should be completed in advance; students must have approval of all of their teachers to attend field trips. Students who do not join their group on a field trip are expected to attend school on the day of the trip. At the Jr./Sr. High School, if a student has a failing grade in any class and that class is to meet on the day of the field trip, the student cannot attend the trip. If a student has an unexcused absence the day before the field trip, he/she cannot attend the field trip. No siblings or non-district students may attend field trips.

### **GRADING SYSTEM-DISTRICT WIDE**

92-100.....	A
85-91.....	B
77-84.....	C
68-76.....	D
67-below.....	F

Kindergarten through 3rd grade will use a skills-based grading system.

### **HOMEWORK**

Homework is important to all students. Homework provides the necessary reinforcement for what is learned at school. Most teachers allow some time at school to start homework assignments, so if your child continually seems to have too much homework, please check with your child’s teacher. Homework is a required part of learning. Part of the student’s grade may be determined from homework grades. That is why, if a student is absent, it is very important that he/she get his/her work within the guidelines (i.e., number of days absent, plus one).

### **“D” AND “F” NOTICES**

The staff and administration feel that students and parents should be notified when a student’s performance begins to decline. The school will be sending notices home for those students doing work in the “D” or “F” range at the middle of each marking period. In addition the staff must make contact with the parents before any student will receive a failing grade. This notice may be a telephone call or written note at any time in the quarter.

### **ELEMENTARY CLASS SCHEDULE**

Grade	Recess	Lunch Schedule
K-3	11:30	11:50-12:10
4-6	11:45	12:05-12:25

## JUNIOR/SENIOR HIGH CLASS SCHEDULE

1 <sup>ST</sup> hour	8:12-9:00	
2 <sup>nd</sup> hour	9:03-9:51	
3 <sup>rd</sup> hour	9:54-10:42	
JH Study Hall	10:45-11:15	Lunch 11:15-11:45
4 <sup>th</sup> hour HS	10:45-11:33	
HS Study Hall	11:35-12:05	Lunch 12:05-12:35
5 <sup>th</sup> hour JH	11:48-12:35	
6 <sup>th</sup> hour	12:38-1:26	
7 <sup>th</sup> hour	1:29-2:16	
8 <sup>th</sup> hour	2:19-3:06	

## ATTENDANCE

Students are required to report promptly and to attend all classes. As per Illinois Statutes, for attendance record and report card purposes, a student must be present 300 minutes or more of classroom instruction to constitute a full day of attendance and 150 to 299 minutes for a half-day. Any student who attends school less than 150 minutes is considered absent for a full day. However, for grades K-1, a full day of attendance is equal to four clock hours (240 minutes), and a half-day (120-239 minutes). In grades 7-12 seven class period absences is equal to one full day of absence. Where there is an unexcused absence of a student in grades Kindergarten through 8, the District shall make a reasonable effort to contact the student's parent or guardian by telephone within two hours of these students' first class to notify them of the absence.

A direct relationship exists between academic achievement and regular attendance. There is no substitute for participation in class explanations and discussions; therefore, while assignments might be made up, some learning is lost in any absence. Habits of consistent and punctual attendance are habits that will serve Northwestern students well in their future work lives.

## EXCUSED ABSENCE

The following absences will be deemed excused:

1. Personal illness-5 days (3 days for students who enroll after first semester ends) throughout the year may be excused with a note from the parent/guardian on the day the student returns to school. However, 3 consecutive days or more of absence at any time requires a doctor's note. Doctor's notes do not take away from the 5 days. However, once the student has used the total 5 days, a doctor's excuse is required for each day missed. STUDENTS CANNOT ATTEND SCHOOL EVENTS ON THE DAYS OF ABSENCE. Students may participate in extra-curricular activities if they are present for the last ½ of a school day.
2. Funeral of a family member.
3. Family medical emergency.
4. Medical appointment-We ask parents to make appointments early or late so that students miss no more than ½ day for appointments.
5. Field trips or other school affiliated events. No absence will be reported on the student's record.
6. Observance of a religious holiday.
7. Juniors and Seniors will be allowed 2 college visit days. Juniors cannot carry the days over to their Senior year. These must be pre-arranged and approved by the principal or designee.

Students must have the form completed by the college admissions officer. No absence will be reported on the student's record. Parents are urged to arrange college visits during the summer prior to the child's senior year.

8. Students absent without a doctor's excuse or administrative approval may not attend after school activities. Failure to abide by this will result in an unexcused absence.
9. Others as deemed excused by the administration.

**NOTE: WRITTEN NOTES FROM PARENTS OR FROM THE DOCTOR MUST ACCOMPANY THE CHILD THE DAY HE/SHE RETURNS TO SCHOOL. NOTES BROUGHT AFTER THAT MAY NOT BE ACCEPTED.**

## UNEXCUSED ABSENCE

Students who are absent for other than the above noted reasons are considered unexcused. Student initiated "skip" days are prohibited and will be treated as an unexcused absence. Any student's participation in "skip" days may face disciplinary action. **An unexcused absence for any part of the day will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening.** An unexcused absence means that students cannot earn credit for work completed in class or assignments assigned on that day.

Students absent for 10 consecutive days without a legitimate excuse will be dropped from the roles. Students in grades K-8 can re-enroll at any time after a parent conference. Students with high absenteeism can be retained or fail to receive credit for a course.

## PARENTAL RESPONSIBILITY

Should a child in any grade need to be absent for any reason, parents/guardians are required to notify the school by phone by 9:15 a.m. Students cannot call in for themselves. While family vacations during school are discouraged, it is understood that this is sometimes unavoidable. Should a family vacation be planned during school time, please give ample notice to the school. Students with excessive absences may not be excused for family vacations.

## TRUANCY

A chronic or habitual truant is hereby defined as a Macoupin County student between the ages of 7-16 years of age who is absent without valid cause from attendance for 5% or more of the previous 180 regular attendance days in school. Section 26-10 of the School Codes states: *Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or fine of up to \$500. Any Macoupin County student violating or, Parent/Guardian of a Macoupin County student violating, the terms of Macoupin County's Ordinance, which shall be punished as a petty offense, shall be subject to the following fines, not to exceed the limitations set forth in 55 ILCW 5/5-1113 upon conviction:*

1. A fine of not less than \$25.00 for the first violation.
2. A fine of not less than \$50.00 for the second violation.
3. A fine of not less than \$100.00 for the third violation.

Each day, or portion thereof, upon which a violation occurs, shall constitute a separate violation, with each separate violation being subject to a separate penalty, as provided herein.



## TARDINESS

When students arrive late, they disrupt classes and forgo opportunities to learn. Furthermore, they unfairly interfere with other students' opportunities to learn. Promptness is essential to student success. A student in grades 7-12 will be considered tardy for class if not in the classroom before the last bell to start that period. Students are allowed to be tardy 6 times per year. This is not 6 times per class but a total of 6 for the entire year. After the 6<sup>th</sup> tardy, the following consequences will result:

1. 7<sup>th</sup> tardy-parents will be notified by mail and the student will receive a lunch detention.
2. 8<sup>th</sup> tardy-parents will be notified by mail and the student will receive two lunch detentions.
3. 9<sup>th</sup> tardy-parents will be notified by mail and the student will receive an after-school detention.
4. 10<sup>th</sup> tardy-parents will be notified by mail and the student will receive 2 after-school detentions.
5. 11<sup>th</sup> or 12<sup>th</sup> tardy-parents will be notified by mail the student will receive an in-school suspension.
6. 13 or 14<sup>th</sup> tardy-parents will be notified by mail and the student will receive two in-school suspensions per incident.
7. 15<sup>th</sup> tardy or each additional tardy beyond 15 will receive an out-of-school suspension.

## MAKE-UP WORK/INCOMPLETE GRADES

If a student is absent from class, it is his/her responsibility to make up the work missed, according to each individual teacher's directions. All students will be able to make up work missed during an excused absence. Students will be allowed one more day than the number of days missed to make up assignments. For example, if a student misses Monday, is present Tuesday, the assignment missed on Monday is due Wednesday. **However, students attending academic functions or preplanned absences including but not limited to; Spelling Bee, Olympiad, class field trips, family trips/vacation, etc. shall turn in work the next day of class following the function.** No incomplete grades will be given at the end of the school year except in emergency situations such as an accident, illness, or funeral. Students who have irregular attendance and/or whose absences are unexcused may face grade retention due to lack of basic skill development. In grades 7-12 multiple day absences should occur before a parent may request work from the teacher. Requests should be made twenty-four (24) hours in advance. It is recommended that students check with classmates for assignments.

## DELEGATION OF AUTHORITY

Each teacher and any other school personnel, when students are under his/her charge, is authorized to impose any disciplinary measures, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules of student discipline. Teachers, other certified employees, and other persons (whether certified or not) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other persons, or for the purpose of self-defense, or defense of property. The teachers may remove students from a classroom for disruptive behavior. The Superintendent or Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

## ENROLLMENT OF HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youths. Any homeless child shall be immediately admitted, even if the child or child's parent or guardian is unable to produce records normally required to establish residency.

## STUDENT CONDUCT

The following paragraphs summarize the policies of the Board of Education of Northwestern Community Unit School No. 2 concerning conduct.

Students who are good citizens maintain a cooperative attitude in school and conform to classroom situations. Those who do not are guilty of misconduct. They not only fail to make progress themselves, but also distract others who want to learn.

Parents and guardians of children in school are expected to cooperate with the school by promoting good citizenship in the home and teaching their children the importance of good behavior and proper attitude in the classroom. Parents and guardians are also expected to be involved with any disciplinary actions brought against their child by the school.

Any student who is guilty of misconduct will be subject to verbal reprimand, lunchtime detention, after school detention, in-school suspension, out-of-school suspension, restriction, removal or banishment from extracurricular activities (as either a spectator or a participant), loss of driving privileges, expulsion, and/or Board or court action as dictated under the mandates of the law. Any known violation should be reported immediately to the school authorities. Junior and Senior High Students must obey elementary rules when in the elementary building and elementary students must obey high school rules while in the high school building. **The policies of the Board of Education concerning misconduct are as follows:**

- 1. ATTENDANCE**-Students are required to report promptly and to attend all classes. A student may leave class only with a signed pass issued by the teacher. Excessive tardiness will result in disciplinary action. **Note:** Students initiated "skip" days are prohibited and will be treated as an unexcused absence. Any students participating in "skip" days may face disciplinary action. Any unexcused absence in the afternoon will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening; this includes students leaving school due to illness. *Junior and senior high students: 8 periods of absence is equal to one full day of absence.*
- 2. BULLYING/AGGRESSIVE BEHAVIOR**-Aggressive behaviors such as violence, physical contact or closeness, force, noise, coercion, threats, intimidation, fear, profane or abusive language, bullying, or other comparable conduct, including by communications made in writing or electronically, toward anyone or urging other students to engage in such conduct is prohibited. When school personnel have determined that a student has demonstrated any of these aggressive behaviors, the student may receive disciplinary points in accordance with the handbook point system. (Board Policy 7:190)
- 3. CHEATING/PLAGIARISM**- Cheating and/or plagiarizing schoolwork and materials are prohibited.
- 4. CLOSED CAMPUS**-Students must have permission to leave the main campus at any time. Any student leaving school property must sign out through the office or obtain an off-campus pass from an administrator. At the beginning of each day, students are to report only to their respective areas of the gym and be seated unless conducting business in the office or eating breakfast in the cafeteria.
- 5. COMPUTER USE**-Computers and other technology equipment shall be used only for authorized school assignments. Computer use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District

computers. General rules for behavior and communications apply when using electronic networks. A teacher or supervisor must approve usage not related to class assignments. Copyright laws and license agreements related to computer software shall be observed. The District's Internet Usage Agreement contains the appropriate uses, ethics, and protocol. All students must have on file an Internet Usage Agreement signed by parents and students.

**6. MOBILE ELECTRONIC DEVICES (MED)**-The use for personal business or entertainment purposes of cellular phones, smart phones, pagers, radios, tape or CD player/recorders including those equipped with headphones is prohibited during the school day, **unless privileged use has been given by the administration at designated times in the Junior/Senior High School.** These items will be confiscated. Nothing in this policy shall prohibit a member of the faculty or staff from using his/her own or a school owned radio and/or tape player/recorder for instructional purposes or for entertainment purposes when appropriate. However, possession of a radio, tape player, and/or electronic games will be permitted on field trips, travel to athletic/music events, or other school related activities only with the permission and approval of the teacher and/or supervisor.

- a. MED include but are not limited to items such as laptops, cell phones, and PDA's.
- b. Students may have MED in their possession. These devices should be set to silent or quiet mode during the school day.
- c. Use of MED during school hours is regulated by specified times and locations.
- d. MED may be used during times of instruction if it is during a teacher approved and a planned portion of the learning activity.
- e. Any use of MED is strictly prohibited in locker rooms, bathrooms, whether here or in at another facility where a school activity or athletic event is occurring.
- f. Students who are dressed and participating in physical education classes are not permitted to have a MED in their possession.
- g. The District is not responsible for the loss, theft, damage, or vandalism to student MED.
- h. Using a cell phone, video/audio recording device, personal digital assistance (PDA), or other mobile MED in any manner that disrupts the educational environment or violates the rights of others including using the device to take digital images anywhere in the building or on the grounds to cheat, or otherwise violate student conduct rules is strictly forbidden. Consequences will be issued in accordance with handbook rules and regulations.
- i. Violations of this policy will be given consequences.

**7. EXTRACURRICULAR ACTIVITIES**-All students are subject to and are expected to obey the policies, rules, and regulations found in this **Student Handbook** while attending or participating in school sponsored activities. All persons, students and non-students, who attend or participate in activities/events on campus, are required to obey the rules of behavior and conduct established by the Board of Education and any other officially recognized governing body, such as the Illinois High School Association. Student misbehavior at extracurricular events may result in banishment from that event, and future events. **Due to lack of building-wide supervision during an event such as a basketball game, and unless accompanied by an adult, young children and students must remain in the gym during play action. Excessive movement in and out of the gym may result in disciplinary consequences.**

**8. DEFIANCE OF AUTHORITY/INSUBORDINATION**-Defiance of authority is defined as any verbal or non-verbal refusal to comply with a reasonable request from school personnel. Defiance of Authority is a serious offense and will be dealt with accordingly. A student who willfully fails to report to a designated location when requested to do so by any school employee, shall be guilty of insubordination and shall be subject to the board's disciplinary penalties for misconduct.

**9. FALSE ALARM**-The willful making of a false alarm by outcry, mechanical alarm, or other device is prohibited.

**10. FIGHTING**-Fighting, threats, or use of profane or abusive language will not be tolerated. Students who make threats or who are involved in the use of profane or abusive language, as determined by school officials, shall be subject to the Board of Education's disciplinary penalties for misconduct. A student who is provoked or assaulted shall retreat from the situation and seek help from staff members immediately, if possible. A student who immediately retreats from a fight will not be deemed to have been involved in a fight. Provoking a fight or not dispersing from a fight when directed to do so or interfering with school personnel in their attempt to break up a fight may receive the same consequences as for fighting.

**11. FOOD AND DRINK**-All food and drink is to be consumed in the cafeteria unless prior administration approval. The soda and juice machines are off limits except during high school lunch and after school. Junior High students do not have access to vending machines. Breakfast is served at Elementary and the Junior/Senior High Schools.

**12. GAMBLING**-Any form of gambling or implied gambling will not be permitted on the campus of Northwestern.

**13. GROSS/CHRONIC DISOBEDIENCE**-Gross/chronic disobedience of school rules is defined as but not limited to violations of the drug/alcohol abuse policy, assault/battery of a staff member, weapons possession or use thereof, false fire alarm, bomb threat, or explosive devices.

**14. HALL CONDUCT**-Students should exercise common courtesy while in the hall areas. Students may not be in the hall areas, during class time, without signed authorization. High school students are not permitted to loiter in the Junior High section unless they are going to the library or class. Likewise, the Junior High students are not allowed to loiter in the high school section. This applies to gym use before the first bell and during selected assemblies.

**15. HALL PASSES**-Students are not to be in the halls during class periods without a hall pass. Teachers are to issue each student an individual written pass. Each pass is a privilege that a faculty member may or may not grant. Improper usage of hall passes will result in the offender being disallowed the privilege. Forgery or altering a pass in any way will result in strong consequences. Penalties will range from revocation of all privileges to suspensions.

**16. LOCKERS**-A locker is to be used to store books, book bags, supplies, and outdoor garments. Students are cautioned not to use lockers for money or other valuables. The school cannot assume responsibility for articles missing from lockers. Lockers should be locked. Beverage containers that have been opened will not be allowed to be kept in lockers. Each student will be held responsible for the condition of the locker assigned. If a locker/lock does not function properly, please contact the office. School authorities may inspect and search school property and equipment owned or controlled by the school, as well as personal effects left there by a student, without notice to or the consent of the student. **Students have no reasonable expectations of privacy in these places or in their personal effects left there.** School authorities may search a student and/or the student's personal effects in the student's possession when there is a reasonable ground for suspecting that a search will produce evidence the particular student has violated or is violating the law or the District's student conduct rule. If a search produces evidence that the student has violated or is violating the law or the District's policies of rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**17. LOITERING**-No loitering is permitted in the restrooms, hallways, and other designated areas at any time.

**18. NUISANCE ITEMS**-Due to the inherent dangers and potential disruption of items such as, but not limited to, roller blades, skateboards, squirt guns, yo-yos, laser pens, etc., are not permitted at school. Such items will be confiscated and returned at the discretion of the teacher and administration.

**19. OBSTRUCTION OF AN INVESTIGATION**-Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be

false, present a potential danger to student and staff safety. Violators will be subject to the Board of Education's penalties for misconduct.

**20. OFFICE PHONE USAGE**-Receiving messages at school- The phone in the office is a business phone. Any calls to parents because of sickness must be made in the office by the office staff. Please try to make appointments, bus plans, alternate car rides, etc. before your student leaves for school in the morning. **Messages are a disruption of class time and cannot be delivered except in the case of an emergency. In addition, student phone usage in the office will be limited. Daily calls for homework, band instruments, uniforms, extracurricular activities, etc. will be banned unless an unforeseen change occurs.**

**21. PRESENCE IN AN UNAUTHORIZED AREA**-some of the unauthorized areas to students are (but not limited to), teachers' lounge, faculty restrooms, etc., unless accompanied by a faculty member. After classes end for the day, students are not allowed in the building except for school related activities such as athletics, clubs, meetings, rehearsals, tutoring, and detentions.

**22. PROJECTILES**-The throwing of any snowball, stone, or other missile is prohibited.

**23. RESTROOMS**-Restrooms are available during the passing time, lunch period, and in *emergency* situations during class time.

**24. SEXTING**-Use of a cellular phone, video recording device, camera, or other electronic device for the purpose of creating, sending, sharing, viewing, receiving, possessing, or storing an indecent visual depiction of oneself or another person is prohibited.

**25. STUDENT LANGUAGE-STUDENT EXPRESSION**-The administration reserves the right to prohibit expression that may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions or actions that are considered obscene to minors, are libelous or slanderous, injures, harasses or invades the privacy of other people; or disrupts the orderly operation of the school.

**26. THEFT**-The pilfering, theft, or illegal possession of another's property, including school property, and/or the taking of money, books, or other property through the use of threats, force or coercion is prohibited.

**27. VANDALISM/CARE OF SCHOOL PROPERTY**-The willful destruction of school property or the property of another individual is prohibited. A student which disfigures, defaces or destroys school property will be required to repair the damage or provide full monetary restitution for the damage in addition to any other discipline that may be imposed per District policy. This includes the writing on desks/lockers and lost or damaged textbooks. Altering or disabling a security device is prohibited.

**28. WEAPONS**-Any student who is determined by school officials to possess, use, transfer, or control a weapon on any school grounds, in any school bus, at any school sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, except where such possession, use transfer, or control is necessary to a legitimate part of a bona fide school program or activity, may be expelled for a definite period of time not less than one (1) year and not more than two (2) years, except as provided below.

For the purpose of this rule, "weapon" shall include, but not be limited to:

- Any type of "firearm", as defined in 430 ILCS 65/1.1, whether loaded or unloaded. The School Code also prohibits firearms as defined by 18 USC & 921 (US Criminal Code) and 720 ILCS 5/24-1 (Illinois Criminal Code).
- Any type "ammunition", as defined in 430 ILCS 65/1.1.
- Any type of "explosive material", as defined in 225 ILCS 210/1003(b).
- Any type of knife-like weapon.

- Any type of Billy club, brass knuckles, metal stars, or metal pipes.
- Any object which substantially resembles any of the objects listed above.
- Any object that is actually used to cause bodily harm to another person, attempted to be used to cause bodily harm to another person, or used to threaten bodily harm to another person, such as pepper spray and mace.
- Any item determined by school officials to have possessed, used, transferred or controlled in violation of this rule will be retained by school officials, and turned over to either a parent or legal guardian of the student at the end of the year or to the police.

The minimum length of expulsion may, in the Board of Education’s discretion, be modified in an individual case. Factors taken into account in such a decision may include:

- The seriousness of the student’s conduct.
- The history or record of the student’s past conduct.
- The likelihood that the student’s conduct will affect the delivery of educational services to other students.
- The severity of the punishment.
- The interests of the student.

The possession and/or use of any kind of pocket knife are prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the office until the end of the year where it may be claimed by a parent or guardian. Any student who uses a pocket knife as a weapon to threaten or harm another person during the school day or at any school sponsored and/or related activities shall be subject to the Board of Education’s disciplinary penalties for misconduct.

## **SOCIAL NETWORK PASSWORDS**

The school may request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the school has reasonable cause to believe that the student’s social networking account contains evidence that the student has violated a school disciplinary rule or policy. (105 ILCS 110/3.10)

## **DESTRUCTION OF PROPERTY**

If a student loses, destroys, or damages school property of books, he/she will be expected to pay for the loss. The administration will place a fair amount on the damage and notify parents of the cost. This act can lead to disciplinary action in accordance with the point system.

## **DISPLAYS OF AFFECTION**

The Board of Education hereby finds and determines that excessive displays of affection may cause substantial disruption to the educational process. All excessive displays of affection, including kissing and fondling, are prohibited anywhere on the school campus or during any school-sponsored event.

## GENERAL DISCIPLINE

When a student commits an act of gross disobedience or misconduct as defined by the School Board, the student's right to an education may be temporarily withheld (105 ILCS 5/10-22.6). No governmental agency, such as a school, may deprive a student of rights without due process of law. A student is entitled to procedural due process and must be allowed to present a defense and explain the circumstances of the actions in question.

The basic difference in suspension and expulsion is as follows:

1. A suspension is not to exceed ten (10) school days. An expulsion is from eleven (11) school days to a maximum of two (2) school years.
2. The Board of Education, the Superintendent, a Principal, or an Assistant Principal may suspend a student; only the local Board of Education can expel a student.
3. A student may be **SUSPENDED** after an informal hearing; a student may be **EXPELLED** after a formal hearing.

## SUSPENSION

The following procedures apply to suspensions:

1. Prior to any suspension, a conference will be held during which the student will be given written or oral notice of the charges against him or her, as well as any evidence to support the charges. The student will have an opportunity to respond to the charges.
2. A pre-suspension conference is not required 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, a student may be suspended immediately, with notice and conference to follow as soon as in practicable.
3. Any suspensions shall be reported immediately to the student's parent or guardian by mailing a written notice. The District will also make reasonable efforts to notify the parent or guardian by phone prior to the beginning of the suspension. The parent or guardian shall be informed of the reason for the suspension, the length of suspension, and their right to a review of the suspension by the School Board.
4. Upon the request of the parent or guardian, a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At such a hearing, the student has the right to a lawyer at the student's own expense to question the person who made the decision to suspend to present evidence, to call witnesses, and to make a statement on his or her own behalf.
5. A record of the proceedings will be made and retained by the School District and provided to the student upon reasonable reimbursement of incurred expenses.
6. If the suspension decision is reversed, all references to it in the student's records will be removed, and the School will give the student assistance necessary to make up missed school work.

## TYPES OF SUSPENSIONS

- 1. Temporary removal from an individual class: If a student is disobedient or disruptive, the pupil may be removed from the class temporarily.** The student will be assigned to another setting during the class period (usually the office). The student reports to all other classes. The student receives homework assignments and may participate in make-up tests. No parent notification is required and no appeal is authorized. In certain situations, a student may be taken home if the continued presence of that student (in the opinion of the administration) will continue to be substantial disruption in the school.
- 2. In-school suspension (directed study): Most district students who are suspended will be assigned to a “directed study” area, as determined by the administration.** Parental notification and due process will be given. During the period of in-school suspension, they will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises, except during the school hours. The student is expected to complete all assignments missed due to the suspension, including tests on a daily basis as required by the teacher. Use of electronic devices will be prohibited. Work must be completed manually.
- 3. Out-of-School suspension: A student may be suspended for up to ten (10) school days for acts of gross misconduct and/or persistent disobedience.** Parental notification and due process are required. During the suspension the student will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises during the period of suspension. This includes weekend events, if applicable. Work is allowed to be made up for 68% of what is earned. The parent or guardian is responsible for obtaining the make-up work for the student. Teachers will bring assignments to the office daily. All work is to be turned in to the office immediately upon arrival when returning from the suspension. Anything not turned in to the office upon arrival will result in a zero grade.

## EXPULSION

The following procedures apply to expulsion.

1. The student and the student’s parents will be notified of the expulsion and requested to appear at a School Board meeting to discuss their child’s behavior. The request shall be made by registered or certified mail and shall state the charges for dismissal (i.e. specific acts of misconduct), and the date, time, place, and purpose of the School Board meeting. The expulsion will not take place until after the School Board meeting.
2. At the hearing by the School Board, the student has a right to a lawyer at the student’s own expense, to question the person who made the recommendation to expel, to present evidence, to call, question, and cross-examine witnesses, and to make a statement on his/her own behalf.
3. A record of the proceedings will be made and retained by the School District and provided to the student or representative upon request and on a reimbursable basis.

In the interest of helping students, the School District may assist in providing or locating alternative educational opportunities for the suspended or expelled student. These opportunities may include alternative school settings. The Illinois State Board of Education provides information and assistance to school districts and students interested in educational alternatives within a school or off campus.



## OTHER DISCIPLINE ALTERNATIVES

Other discipline measures which can be taken by teachers and/or appropriate administrative personnel include, but are not limited to the following: (1) verbal reprimand, (2) parent conferences, (3) time out, (4) detention (lunchtime or after school), (5) loss of driving privileges, (6) withdrawal of privileges (including banishment from extracurricular activities), (7) behavioral contract, (8) peer counseling, (9) referral to counselor, (10) referral to social worker, (11) special assignments, (12) referral to police liaison officer, (13) rearrangement of class schedules, (14) directed study (in-house suspension), (15) restitution, (16) seizure of contraband, and (17) mandatory counseling.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. District employees are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

## DETENTIONS

Junior/Senior High detentions will be served during lunchtime or after school. Lunchtime detentions may be served the day of the incident; however, the date of the detention and reason will still be mailed home. Any staff member is authorized to write a Disciplinary Referral (D.R.), which may result in disciplinary action. **Failure to serve properly may result in more serious consequences. For example, refusal to serve lunchtime or after school detentions may result in an in-or-out-of-school suspension. In case of illness, the detention will be served on the next school day.**

### The rules to follow for detention are:

1. Students may not bring food or drink to detention.
2. During lunchtime detention, students will be served 1 hot lunch with white milk. No condiments, salt/pepper, or seconds are provided in lunch detention.
3. Sit in the seat assigned by the detention supervisor.
4. Bring enough material to keep busy the entire time. Failure to do so may result in rescheduling with additional detentions or in work tasks being assigned, or more serious consequences such as after school detention, or an in-or-out-of-school suspension.
5. No communicating with other students in detention.
6. No laying head or propping feet onto any desk or chair.
7. Follow all directions from the supervising teacher.
8. Students may be required to complete a reflective writing for each incident before completing the detention.
9. Lunch may be served after all other students have gone through the line.
10. Elementary students will serve after school detentions from 3:15-3:45 p.m. on selected days. Junior/Senior High School will be served for one hour after school on the assigned day(s).
11. Use of electronic devices will be prohibited. Work must be completed manually.

***In addition to the detention rules, the monitor may impose additional criteria to be followed.***

## SUBSTANCE USE/ABUSE POLICY

### RULES OF CONDUCT

Possession and/or use of any drugs, alcohol, tobacco, tobacco products or other intoxicants, as well as the possession, use, delivery, control of alcohol, drugs, drug paraphernalia, look-alike drugs, drugs prescribed for another, or other intoxicants is prohibited in any school context. This could include, but not limited to, the school grounds, the regular school program; a school sponsored activity including activities, which occur away from Northwestern Junior/Senior High School. It also includes other context clearly related to school functions, such as activities, which occur adjacent to school property, or school sponsored activities. These activities can occur before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school sponsored activity. Any student found in violation of this policy will be suspended for up to ten (10) school days per incident and will be subject to additional disciplinary actions including possible expulsion from school and all school activities (athletic participation and attendance, dances, prom, trips, and other activities deemed by the administration for one calendar year).

### Definitions

- A. **Tobacco.** For purpose of this policy, tobacco will mean cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked. (including electronic cigarettes or e-cigarettes)(Source: P.A. 86-821; 86-1028).
- B. **School Purposes.** Includes, but is not limited to, all events or activities or other uses of school property that the school board or school officials authorize or permit on school property, including, without limitation, all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate. (Source: 105 ILSC 5/10-20.5b).
- C. **Drugs.** Unless the context requires otherwise, the word “drugs” includes substances containing alcohol and/or mind altering drugs and substances recognized as drugs in The Physicians’ Desk Reference, Official United States Pharmacopeia, Official Homeopathic Pharmacopeia of the United States, or Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word “drugs” also includes substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.
- D. **Drug Paraphernalia-Possession Of.** “Drug paraphernalia” means all equipment, products, and materials of any kind that are peculiar to, marketed for, used in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician. Examples shall include, but not be limited to cigarette papers, pipes, holders of smoking materials of all types, cigarette rolling machines, and other items designed primarily for smoking or ingestion of tobacco products or of substances made illegal under any statute or of substance whose sale, gift, barter, or exchange is made unlawful under the Tobacco Accessories and Smoking Herbs Control Act, 720 ILSC 685.
- E. **Possession.** Any student who has possession or control of any alcoholic beverage, marijuana, and controlled substance other than as prescribed by a physician for that

individual, any other intoxicating substance, any “look-alike” intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. The term “possession” as used herein is defined to include the use of the student’s person, clothing, supplies, or automobile as well as school lockers, desks, or other school property for the storage of illegal substances.

- F. **Delivery.** Any student, who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia will be subject to disciplinary action. Delivery means a person’s immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment of other consideration.
- G. **Look-Alike.** A “look-alike substance” is a substance, which by dosage unit, appearance including color, shape, size, container and/or packaging, markings, or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or an illegal/controlled substance.
- H. **Under the Influence of Drugs.** A student is under the influence of drugs if his behavior or character is modified in any degree as a result of the ingestion, inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed “drunk” or “drugged” to be under the influence of drugs.
- I. **Using Drugs.** A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any school context.

## **PROCEDURES FOR REVIEW OF ELECTRONIC RECORDINGS**

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Administrator, including the Building Principal, Transportation Director, bus driver, and coach or other supervisor. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

## **PROCEDURES FOR SEARCHES**

### **INTRODUCTION**

The Principal or Designee may properly conduct or authorize a search of a student at Northwestern Junior/Senior High School, on the property, or on the school bus when the purpose of that search is to maintain the safety and discipline of the student body or to promote the orderly functioning of the educational environment. Searches will only be conducted for evidence of violations of law or Northwestern Junior/Senior High School expectations.

1. **Reasonable Cause-**Any search of students will only be conducted when a staff member has reasonable suspicion that the search will produce evidence that the student has violated or is violating with the law or District rules of student conduct, based on one or more of the following:

- a. Reliable reports or information from credible sources made known to school staff. If the source is anonymous, the information must show that the informant has a relationship to the school or student so as to give it credibility.
- b. Suspicious or evasive behavior suggesting violation of a school policy or law, or concealment of contraband, weapons, or stolen property.
- c. Observation of a student engaging in prohibited conduct or suspected prohibited conduct.
- d. Verbal statement of the student that he or she has a weapon/contraband or intends to harm students or staff with a weapon.
- e. The return of a student after having run away from the building and suspicion that the student went to a location where a weapon or other prohibited item would be available.

The Northwestern Junior/Senior High staff may also take into account the student's disciplinary history in the development of reasonable suspicion.

- 2. **Justifying the Procedure-** The scope for the search conducted must be reasonable related to the objective sought and the evidence searched for. The search shall follow the step-by-step process outlined in the Northwestern Junior/Senior High School Procedure. In determining if the search is related to the objectives sought, Northwestern Staff will consider:
  - a. The nature and severity of the violation to determine the permissible amount of intrusion into the student's privacy rights.
  - b. The area to be searched so that it will be no more extensive than required to serve Northwestern legitimate objectives.
  - c. The time and place where the search is conducted so that it will be as close as possible to the time and place of the suspected violation.
  - d. The duration of the search so that it will be no longer than to serve the school's legitimate objectives.
- 3. **Locker and Desk Searches-** Searches of lockers, desks, storage spaces, and other property owned by Northwestern School District #2 may be conducted at any time, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these areas.
- 4. **Searches of students and their Personal Belongings-** A search of a student and his/her personal belongings, including vehicles, will be conducted with reasonable cause and according to the Northwestern outlined procedures.
- 5. **Surveillance-** Surveillance shall only be conducted in hallways, classrooms, school buses, and other areas open to the public view where the students are permitted.
- 6. **Random Sweeps-** Random sweeps will only occur in cases of emergency where special circumstances require immediate action to avoid danger to persons or property.
- 7. **Police Involvement-** Police involvement shall be sought whenever Northwestern Officials uncover evidence of a violation of state law or when officials deem such involvement necessary or helpful in maintaining school or bus safety. The standard for a search or seizure by police is probable cause.

## **SEXUAL HARASSMENT**

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

- 1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of the student's academic status; or
- 2. Has the purpose of:

- a. Substantially interfering with a student’s educational environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile”, and offensive, “include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

### **DISTRICT NONDISCRIMINATION COORDINATORS**

Mr. Patrick Bowman, District Office  
 30953 Route 111  
 Palmyra, Illinois 62674  
 217-436-2442

Mrs. Brandi Maxedon, Jr./Sr. High  
 30889 Route 111  
 Palmyra, Illinois 62674  
 217-436-2011

### **TEEN DATING POLICY**

According to (105 ILCS 110/3.10) The Northwestern School Board policy has adopted a policy stating teen dating violence is unacceptable and prohibited and each student has the right to a safe learning environment.

### **DRIVING**

Students’ driving to school is a privilege and will be treated as such. By the fact that a parent permits his/her child to drive, the school will assume no responsibility for a student’s driving habits or motor vehicles. Students will be expected to abide by the following rules:

1. An authorization/registration form signed by the student and parent/guardian including a copy of current proof of vehicular insurance must be on file in the office before parking tags will be issued. This registration form must list **ALL** vehicles that the student might drive.
2. A vehicle tag is required for parking on campus and must be purchased yearly in the office. This tag must be clearly visible within the designated area.
3. Students will exercise extreme caution when operating a motor vehicle on school property. Speed limit- 10 miles per hour on school property.
4. Upon arrival at school, the vehicle is to be parked and locked, and must remain so until the end of the day. **Students must leave cars as soon as they park and not return until school is dismissed.**
5. Students will be assigned a numbered parking space.
6. Student parking is in the **main lot only**, not in the circle drive, the north end of the building, by the dumpster, or the tin shed.
7. Students **must** yield to buses.
8. Only students going north may use the north exit.
9. Violation of Student Handbook rules will result in point’s assessment and may result in the loss of driving privileges and/or revocation of parking privileges.

10. Refer to number four under Procedures for Searches (p.24). Violations of any of these rules can and will result in the loss of driving privileges or vehicle being towed at the owner's expense.

## EXTRA-CURRICULAR MISCONDUCT

While participating in extra-curricular activities (either as a participant or as a spectator), students will adhere to Northwestern Community Unit School District No. 2 Discipline Code as well as all federal, state and local laws. Student misconduct during extra-curricular activities may be handled similarly to misconduct taking place during school hours on district premises.

Appropriate disciplinary measures may be taken by the sponsor/teacher/coach as well as referrals to the administration for disciplinary action in the event of misconduct. This may cause the student to be removed from extra-curricular activities and/or positions of leadership (e.g., Student Council, FFA, etc.).

Students and parents are reminded that participation in activities is a privilege. Students must assume responsibility for their behavior during their participation and abide by any rules and codes as may be implemented. Student misconduct will result in points being assigned and may result in the student's temporary or permanent removal from extra-curricular activities.

At the conclusion of a game or extra-curricular activity, students are expected to depart the premises in a timely manner. Students who do not depart in a timely manner may be banned from future extra-curricular activities or events.

## STUDENT DRESS AND GROOMING

Students will be expected to abide by the following policies that are designed to create an environment conducive to learning.

All students in the Northwestern District, grades K-12, are expected to wear clothing in a neat, clean and well-fitting manner. Students are to use discretion in their dress and are not permitted to wear apparel that is distracting or obscene. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere or disrupt the educational environment or process.

- Dress and grooming shall not be contrary to curriculum goals and/or educational objectives or advertise, promote, or picture alcoholic beverages, illegal drugs, or illegal or violent behavior.
- Dress and grooming including accessories shall not display lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols.
- Bare shoulders, bare backs and bare midriffs are unacceptable. All attire is required to have a neckline, which does not show the chest or cleavage area.
- All tops/shirts must have sleeves. The following types of tops (but not limited to) are not permitted: halter tops, tube tops, tops with spaghetti straps, and tank tops which violate the conditions stated in the opening of this dress code.
- Severely ripped clothes and pajamas are inappropriate for school and are not allowed. No holes causing skin to be visible. No tights underneath of ripped clothes to cover skin.
- Clothing made of fishnet fabric is not permitted.
- Hemlines may not be any shorter than mid-thigh (finger-tip length). **No Soffe shorts.**
- Ragged hemlines or cut off hemlines that drag shall not be worn in the buildings.

- Properly fitting clothing is to be worn. Undersized, oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waist. Sagging is prohibited.
- Appropriate footwear must be worn at all times.
- Roller blade type shoes are prohibited.
- Coats, sunglasses, and head apparel (hats, bandanas, scarves, etc.) shall not be worn in the buildings during the school day. No book bags, bags, or purses shall be carried throughout the buildings during the school day. These items are to be locked in student lockers.
- Pierced jewelry other than earrings worn in the ear shall not be worn.
- Chains are prohibited.
- Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times.

**Students who violate this Dress Code will be required to immediately change into attire previously approved by administration. Failure to comply will result in designated consequences. They will not be excused during the time that it takes to be in compliance with the Dress Code. Interpretation will be the responsibility of the Building Administrator(s). These rules apply to all student activities and transportation under the direction of the school. The following point system reflects all student activities in the same manner.**

## **JUNIOR HIGH AND HIGH SCHOOL**

### **MISCONDUCT/POINT SYSTEM**

<i><b>Point</b></i>	<i><b>Discipline</b></i>
5	1 lunch detention
10	2 lunch detentions
15	1 after-school detention
20	2 after-school detentions
25	In-school suspension (1-3 days)/Bus Suspension
30	In-school suspension (1-3 days)/Bus Suspension
35	In-school suspension (1-3 days)/Bus Suspension
40	Saturday School (In-School Suspension 3-5 days)
45	Saturday School (In-School Suspension 3-5 days)
50	Saturday School (In-School Suspension 3-5 days)
55	Saturday School (In-School Suspension 3-5 days)
60	Out-of-school suspension (1-10 days)
65	Out-of-school suspension (1-10 days)
70	Out-of-school suspension (3-10 days)
75	Out-of-school suspension (3-10 days)
80	Out-of-school suspension (5-10 days)
85	Out-of-school suspension (5-10 days)
90	Out-of-school suspension (5-10 days)
95	Out-of-school suspension (5-10 days)
100	Out-of-school suspension with Disciplinary Probation
120	Out-of-school suspension with recommendation For alternative school placement or expulsion

**5 point violations**

Abuse of Hall Pass  
Cell Phone Violation  
Dress Code/Appearance  
Excessive Talking in Class (repeated incidents)  
Gambling  
In Parking-lot without permission  
Parking violation  
Leaving lunch area without permission  
Leaving school without permission/not signing out  
Not bringing materials to class (repeated incidents)  
Obscenity  
Projectiles  
Public Display of Affection  
Sleeping in Class (repeated incidents)

**10 point violation**

Class dismissal  
Disrespect toward staff  
Disruptive behavior/Mischief  
Forgery  
Graffiti/Minor vandalism  
Lunch room violation  
Lying to faculty/staff/administration  
Not returning to class after activity

**15 point violation**

Computer misuse  
Misconduct under substitute teacher  
Unsafe driving in parking lot  
Gang/satanic graffiti/symbols/signing  
Rough housing  
Cheating/plagiarism

**25 point violation**

Disruptive devices  
Truancy

**30 point violation**

Defiance of authority  
Fighting  
Possession/use of tobacco products  
Theft  
Theft/vandalism of less than \$150.00



**40 point violation**

**Gesture/Obscenity toward staff**

**Harassment of student**

**Intimidation of student**

**Bullying**

**60 point violation**

**Threat/intimidation/harassment toward staff**

**Theft/vandalism of \$150.00 or more**

**Zero Tolerance**

**Drug/Alcohol abuse, etc.**

**Assault/Battery of Staff member**

**Weapons possession/Use**

**False Fire Alarm**

**Bomb Threat**

**Explosive Devices**

**Gross Disobedience or misconduct**

## **MISCONDUCT POINT SYSTEM GUIDELINES**

**35 points-** Discipline Warning Letter will be sent home.

**55 points-** Required Parent Conference. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *55 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the *school counselor/social worker*. The purpose of this conference is to develop a plan so the student can be successful in school.

**75 points-** Required Parent Conference. If a senior, the student will be unable to go on the senior trip. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *75 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the school *administrator*. The purpose of this conference is to develop a plan so the student can be successful in school.

**100 points-** The student will be placed on School **Disciplinary Probation**.

1. A student that accumulates **100** misconduct points or violates the policies of the Board of Education concerning misconduct may be placed on **School Disciplinary Probation** by a school administrator.
2. A student placed on probation shall be required to abide by the school's rules on tardiness, attendance, behavior, and such other specific conditions of the probation as may be established.
3. If the student fails to abide by the conditions of his or her probation or reaches **120** misconduct points, he/she may be subject to Alternative School Placement or an Expulsion hearing before the Board of Education.
4. While a student is on **School Disciplinary Probation** he/she will have the opportunity to contract with his/her teachers and the administration to eliminate misconduct points.
5. While on **School Disciplinary Probation** the student will not be allowed to attend any after school extra-curricular activities home or away.

**120 points-** When a student accumulates **120** points under the misconduct points system, the student will be recommended for expulsion or alternative school placement. The length of the expulsion or the option of alternative school placement will be determined on a case-by-case basis.

**Points may be earned back through an approved behavior contract with both the teacher and administration.**

### **SATURDAY SCHOOL GUIDELINES**

Saturday School is intended to provide an alternative to the suspension of a student out of school. Students will receive a three hour (8:00 a.m.-11:00 a.m.) Saturday School assignment. The student will be expected to bring enough work to keep them busy during the time assigned. **If a student does not attend Saturday School, does not bring work for the time assigned, or is sent out for behavior, he/she will be suspended out of school for two days with no credit given except for major works.** This out of school suspension will be for the two days of school immediately following the Saturday School. The second time a student chooses not to attend an assigned Saturday School; he/she will be assigned three days out-of-school suspension and will no longer be assigned Saturday Schools for the remainder of the semester. Once a student has failed to successfully complete two assigned Saturday Schools during a semester, inappropriate behaviors that would normally result in Saturday School assignment will result in an out-of-school suspension. **STUDENTS WHO ARE ABSENT ON FRIDAY ARE STILL EXPECTED TO SERVE ANY ASSIGNED SATURDAY SCHOOL.**

The rules and procedures for Saturday School are as follows:

1. Students will be given two school days' notice before serving Saturday School so they can make necessary arrangements.
2. Students should report to the high school commons by 7:50 A.M. on the day assigned.
3. If a student is late, he/she will not be admitted.
4. Students will be seated by the supervisor.
5. Students will be given a short break at 10:00 A.M.
6. Food, drinks, electronic devices such as I-Pods and laptops are not permitted. Cell phones should be powered off.
7. Sleeping is not allowed.
8. The supervisor has the responsibility to maintain regular classroom discipline. A student may be sent out of Saturday School for violation of rules or procedures. If a student is sent out of Saturday School, he/she will serve a 2-day out-of-school suspension.
9. Saturday Schools are expected to be served even though a student might be assigned out-of-school suspension during the same time period.
10. Students attending Saturday School are expected to follow the School Dress Code and follow all other student handbook policies.
11. If school is cancelled on the Friday before Saturday School due to snow day etc., then Saturday School will be cancelled as well and will be rescheduled.

### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

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 District shall comply with the Individuals with Disabilities Education Improvement Act and the Illinois State Board of Education’s special education rules when disciplining special education students. No special education student will be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## GRADING SYSTEM-HIGH SCHOOL

In September of 1998, Northwestern High School changed to a weighted grading system. Under this system a student can receive extra grade point value for certain “honors” classes. These grade points are used to calculate class rank, grade point average and honor roll. They do not affect credit given in anyway.

Students wishing to enroll in honors classes must have at least a 3.0 cumulative grade point average.

Honors Class	Regular Class	Honors Class	
A 5.0	4.0	Biology II	U.S. History CP
B 4.0	3.0	Spanish II, III, IV	Psychology
C 3.0	2.0	Chemistry II	Advanced Math
D 2.0	1.0	Algebra II	Physics
F 0.0	0.0	English IV CP	Calculus

## CREDITS AND CLASSIFICATION

<b>Sophomore</b>	5 Credits	<b>Junior</b>	12 Credits	<b>Senior</b>	19 Credits
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## GRADUATION REQUIREMENTS

*Students must complete at least 7 semesters prior to graduation.*

English I	1 credit	Consumer Ed/HRM	.5 credit
English II	1 credit	Computer Application	1 credit
English III	1 credit	Driver’s Education	.5 credit
English IV	1 credit	Health	.5 credit
Three years of Math	3 credits	P.E. (3 years)	3 credits
U.S. History	1 credit	Electives	8 credits
Constitution Test	Pass	Freshman Seminar	1 credit
Additional Soc. St.	1 credit	Learning Strategies	1 credit
Biology I	1 credit	Band, Art, Foreign Language	
Physical Science	1 credit	or Vocational Education	1 credit

**Required total credits 26 credits**

## ADD/DROP CLASS

Students will be allowed to request in writing to drop or add a class up to the completion of the third day of the semester. All changes must have administrative approval. Students dropping a class after this period will receive a failing grade for the semester. The administration reserves the right to make exceptions to the policy on a case-by-case basis.

## SEMESTER AND FINAL EXAMS

All Northwestern Junior High students are required to take both first and second semester exams in each of their classes. High School requirements are as follows:

1. All students, **including Seniors**, must take first semester exams.
2. Seniors who's PSAE test scores Meet or Exceed the Illinois Learning Standards for a particular subject area may elect to be excused from that subject's first semester final.
3. Any senior participating in early graduation may be required to take semester exams.
4. Students with an "A" average\* in a class and no more than 3 days excused absences **for the entire year**, or "B" average\* and no more than 2 days excused absences **for the entire year** may elect to be excused from taking the second semester exam. Students starting a new class 2<sup>nd</sup> semester must have an "A" average\* and no more than 2 days excused absences or a "B" average\* and no more than 1 day excused absences to be exempt from the final exam. Any student with 1 or more unexcused absences will be required to take the final exams. \*the average will be calculated using 50% 1<sup>st</sup> Semester (Q1, Q2, and Semester Exam) and 50% 2<sup>nd</sup> Semester (Q3, Q4).
5. Any student not required to take an exam may elect to take the exam to raise their score. If the exam does not raise their score, the student may choose to disregard the exam score.

*The campus will continue to be closed during the exam periods as it is during the year. This means that students will not be allowed to leave the building without prior administrative approval. Exams are scheduled on a two-period basis for each class with each day having four exam periods possible. Semester and final exams count for 15% of the grade for all Northwestern Junior and Senior High School students.*

## JUNIOR HIGH PROMOTION-RETENTION

Junior High School students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria: **Grades 7-8:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained. Final course grades are determined by averaging the 2 final semester grades (sum of final grades for S1 + S2 divided by 2).

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **DANCES**

The student body at Northwestern has the opportunity to attend several dances during the year. The dress code for most dances will be casual with the exceptions of Homecoming (semi-formal) and Prom (formal). Northwestern students must register any out-of-school date with the office prior to the dance. In addition, all dances are grade level specific; meaning if it is a high school dance, no junior high students will be allowed to attend. The Board has also approved the use of a breath analyzer at all dances. The procedure for this is as follows:

1. All Northwestern students and their guest entering the dance area will submit to testing. Students should arrive in a timely manner; the breath analyzer is available for only one (1) hour after the doors open.
2. Any non-Northwestern person attending the dance as a date, regardless of age, will submit to testing. Refusal will result in denial of entrance to the dance.
3. Students not passing the test will be detained for parent pick-up and face school and/or legal discipline measures.

Other Regulations:

4. No one can leave the building and expect to return to the dance.
5. Students who are absent from school on the day of the dance, (or the last school day before the dance) for any reason (illness, suspension, expulsion, etc.) are not permitted to attend unless they have received prior permission from the administration.
6. Students who misbehave during the school year (as determined by the administration) may be banned from extra-curricular events and activities, including dances.
7. The sponsoring club or organization must clean up after the dance and put tables and chairs back in proper order before the time of the next scheduled class in the gym.
8. All dances must be placed on the school calendar and approved by the principal.
9. All school dances are considered to be an extra-curricular activity. Students must obey the discipline rules as listed in other parts of the student handbook.
10. The administration must OK all outside guests to student only dances.
11. Refer to number six (6) under Student conduct (p.16).
12. Dance guests 21 years and older need proof of a background check at the individual's own expense and it must be submitted to the High School Office one (1) week prior to the dance.

## **EDUCATION TO CAREERS (SCHOOL TO WORK)**

Some seniors (also juniors with prior administrative approval) may participate in our school-to-work program. Prior approval of the program director and documented employment are required. The school-to-work program is for 7<sup>th</sup> and 8<sup>th</sup> periods only.

## SENIOR TRIP

The year-end senior trip is a privilege, not a property right. Students who choose to display misbehavior during the school year are in jeopardy of losing the privilege of participating in the trip. Seniors who do not attend the senior trip are expected to attend school during the senior trip. A senior who is not achieving a 77% semester average and a 77% quarter average at the mid-term of the 4<sup>th</sup> quarter in a class which is required for graduation will not be allowed to participate in the senior trip. A senior with graduation in jeopardy or who has reached 75 points or more level on the discipline system, will not be allowed to participate in the senior trip. **Students who move into the district in the 2<sup>nd</sup> semester of their senior year may be subject to an increased fee to attend the senior trip. In addition, any senior with more than three (3) days of unexcused absences (8 periods of unexcused absences equal one full day of absence) or more than 6 tardies will NOT be eligible for the senior trip regardless if a deposit has been made. Trip deposits will not be refunded.**

## COMMENCEMENT DRESS CODE

Shorts, “flip-flops” and other attire deemed inappropriate by the administration will result in exclusion from commencement ceremonies.

## EXCLUSION FROM COMMENCEMENT

A student may be excluded from commencement for any or all of the following reasons:

1. Failure to abide by the commencement dress code.
2. Any inappropriate displays/behavior during the last week of school.

## ATHLETIC & EXTRA-CURRICULAR

When a student becomes a member of a team, club, and/or organization, it is both an **honor** and a **privilege**, and carries the responsibility of a leadership role. The student becomes very visible as a representative of the Northwestern School District and must represent him/herself in an exemplary manner. The student is therefore responsible for the following rules listed under the extra-curricular guidelines:

## EXTRA-CURRICULAR EXPECTATIONS AND PHILOSOPHY

The purposes of extra-curricular programs are to provide students with the opportunity to experience wholesome activities on an interscholastic level. From their participation, students should gain a sense of commitment, dedication, and demonstrate high standards of morality, attitude, and conduct. Extra-curricular activities are sponsored to help increase the overall educational experience of students in the Northwestern schools. Participation in extra-curricular events is considered a privilege.

## STUDENT RESPONSIBILITIES

Students involved in extra-curricular activities, whether as participants or spectators, are representing themselves, their family, their school, and the community when attending an extra-curricular event. They are expected to maintain a high standard of responsibility at these activities.

Students involved in extra-curricular activity will:

1. Display good sportsmanship.
2. Display a high standard of conduct.

3. Demonstrate respect for authorities/teachers, coaches, officials, and sponsors.
4. Display a spirit of cooperation.
5. Maintain a neat appearance when representing Northwestern School District.
6. Use appropriate language.
7. Abide by all school rules.

## COACHES

Coaches/Sponsors of Northwestern teams will:

1. Travel to and from all events with their players.
2. Supervise players before, during, and after practices and games.
3. Complete pre and post season inventories of all equipment and supplies.
4. Schedule all practices and games through the athletic office.
5. Excuse absences from practice or games due to player's religious obligations, medical appointments, funerals, or family emergencies.
6. Behave in an exemplary manner at all practices and games.
7. Complete any other duties as specified by the athletic director.

## SCHOOL FACILITIES/EQUIPMENT

All students are expected to maintain facilities and equipment in an orderly manner. Clean up after each use and leave the area looking as good as or better than it was found.

All equipment must be turned in before the athlete may begin practice for the next sport, receive report cards, or athletic awards. If equipment is not turned in, the athlete will be billed and/or law enforcement called.

## TRANSPORTATION

Students are required to ride to and from events with their coaches and teammates, *with the exception that* a student's parent or guardian may sign a student out at the event to ride home with the student's parent or guardian. Failure to abide by the requirements above is considered Defiance of Authority which is a 30 point violation.

For the Northwestern co-op practices and events, transportation will be provided when a driver is available.

## PRACTICE

Athletes are required to attend all practices during the season. If the student does miss, he/she must tell the coach before the practice missed. Medical appointments, religious obligations, funerals, or family emergencies are exceptions. Appointments for personal convenience (i.e. shopping, hair, work) **will not** be excused. The following sequence may be used when an unexcused absence from practice occurs:

- 1<sup>st</sup> Athlete is suspended for one quarter of the next game.
- 2<sup>nd</sup> Athlete is suspended from one game.
- 3<sup>rd</sup> Athlete is removed from the team.

## ELIGIBILITY

The following list is a guide as to what will be expected of student athletes and cheerleaders at all times:

1. In accordance with the IHSA/IESA policies, Northwestern will determine eligibility using a “no pass, no play” procedure. Participants are required to pass in all classes in order to be eligible for extra-curricular activities.
2. Grades will be checked on a weekly basis with the Athletic Director retrieving grades from the computer system on Thursday afternoon and the coach being notified on Friday of any player being academically ineligible. The grade used to determine eligibility would be the grade received if the semester ended on that day. Ineligible students will be held out of all contests from the following Monday through Sunday. Exception: Athletes cooping at Greenfield will follow Greenfield’s ineligibility timing. When athletes are ineligible because of grades, they are not allowed to dress for games or leave early to get ready for a game. It is the coach’s decision whether or not the athlete sits on the bench.
3. During the sports season any student who is academically ineligible will be allowed to practice but cannot participate in a competition.
4. If a student is ineligible or suspended from a game and he/she attends school that day, the student may be required to attend the game and sit with the team at the coach’s discretion. If a student is absent from school or the game due to illness or any other excusable reason that game will not count as the suspended contest.
5. If a student misses any part of the last four (4) periods of the school day because of illness or an unexcused absence, the student will not be allowed to participate in any team activity that day.
6. In order to participate in an interscholastic activity, students must complete the following prior to the first practice:
  - A. Have a current (less than one year old) record of a physical examination on file in the school office.
  - B. Have a current (present school year) signed student/parent insurance waiver form on file in the school office.
  - C. Have paid the activity fee per board approval.
  - D. Have a completed Photo form.

Failure to comply with any of the above criteria shall give the administrator, coach, or sponsor of said sport or activity the authority to release the participant for any number of games and/or extra-curricular activities.

## ATHLETIC PROGRAMS

Athletic programs, which may be offered at Northwestern Junior-Senior High School, are:

### Junior High Sports

Cheerleading  
Boys Basketball  
Volleyball

### High School Sports (With Greenfield)

Cheerleading  
Baseball  
Softball  
Football  
Girls/Boys Track  
Girls/Boys Basketball  
Volleyball



## **ATHLETIC EQUIPMENT USE**

Athletic equipment should not be worn in gym classes or elsewhere, other than in regular athletic contests or scheduled practices, unless directed by the Coach.

Athletes are responsible for all equipment and clothing issued to them or entrusted to them for their use. Damages or lost articles must be paid for a replacement cost.

## **GROOMING**

Athletes must wear their hair in a proper length that will not interfere with their safety and/or IHSA (IESA) regulations.

## **STUDENT/ATHLETE RULES OF CONDUCT**

All students/athletes must adhere to the rules and regulations of the *Extra-curricular Guidelines* that will be distributed and signed by parents and students prior to each season.

## **ATHLETIC PARTICIPATION FEE**

During the school year, all athletes must pay a participation fee. Co-op participation fees will be paid to the host school. The cost of the participation fee is \$35 for Jr. High Cheerleading, \$40 for Jr. High Basketball and \$40 for Jr. High Volleyball.

If the athletic participation fee cannot be paid and the student wishes to participate in a sport, he/she should contact the Athletic Director or Principal.

No athletic participation refunds will be given after the first official practice.

## **INSURANCE**

Students are covered against medical expenses for accidental injuries that occur while attending regular school sessions and participating in activities exclusively organized, sponsored and supervised by school employees, except for tackle football.

This coverage is provided as secondary insurance to parents and students in the local district. There will be no charge for the coverage as long as no additional expense is incurred for the plan by the district.

Certain exclusions and limitations will apply; even if a student/family already has insurance protection, the student accident coverage can help fill the gaps in the coverage left by deductibles or coinsurance payments. Applications for benefits are available in each school's office. The district assumes no responsibility for any accident or for the filing of claims. Claims must be filed immediately after an accident by the student/parent.

Co-op athletes must follow the Greenfield-Northwestern Athletic Co-op insurance guidelines.

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its

branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance form a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **EXTRA-CURRICULAR GUIDELINES**

- I. The major offense includes use or possession of alcoholic beverages, tobacco, drugs, narcotics, or hallucinating agents.

**OFFENSES & ACTIONS:**

**BOYS & GIRLS SPORTS**

FOOTBALL	VOLLEYBALL	TRACK
FB CHEERLEADING	BASKETBALL	
SOFTBALL	BB CHEERLEADING	
BASEBALL		

**ALCOHOL**

1 <sup>st</sup> Offense	2 Games	4 Games	2 Meets
2 <sup>nd</sup> Offense	6 Games	12 Games	6 Meets
3 <sup>rd</sup> Offense	(1) Calendar Year Suspension		

**ILLEGAL DRUGS**

1 <sup>st</sup> Offense	6 Games	12 Games	6 Meets
2 <sup>nd</sup> Offense	(1) Calendar Year Suspension		

**TOBACCO**

1 <sup>ST</sup> Offense	½ Game	1 Game	½ Meet
2 <sup>nd</sup> Offense	2 Games	4 Games	2 Meets
3 <sup>rd</sup> Offense	Rest of Season		

### **OTHER EXTRA-CURRICULAR ACTIVITIES**

In addition to the athletic programs listed above, the following extra-curricular activities will abide by the extra-curricular guidelines.

National Honor Society	Student Council	JH Service Club
HS FFA	FCCLA	JH FFA
Library Club	Drama Club	Science Club
Annual Staff	Spanish Club	Flags
Band Activities	Various Clubs	

**ALCOHOL**

1 <sup>st</sup> Offense	No participation in next 2 activities
2 <sup>nd</sup> Offense	No participation in next 4 activities

**ILLEGAL DRUGS**

- 1<sup>st</sup> Offense No participation in activities for 1 Semester
- 2<sup>nd</sup> Offense Suspension from Student Council from 1 year

**TOBACCO**

- 1<sup>ST</sup> Offense No participation in next activity
- 2<sup>nd</sup> Offense No participation in next 3 activities
- 3<sup>rd</sup> Offense Suspension from Student Council for 1 year

**ANY ALCOHOL, ILLEGAL DRUG, OR TOBACCO OFFENSE WILL RESULT IN ANY OFFICER LOSING HIS OR HER CURRENT POSITION.**

II. If the offense occurs in a season, the disciplinary action will be carried into the next season proportionately. This will be a season the athlete must compete. If the student athlete is out of season, she/he will have the option to substitute the following punishments. This does not apply to the in-season athlete. This applies to all activities, not only sports. **This is for the 1<sup>st</sup> offense only.**

**ALCOHOL**- 20 hour’s school service or 4 weeks extra-curricular suspension.

**ILLEGAL DRUGS**- 40 hour’s school service or 6 weeks extra-curricular suspension.

**TOBACCO**- 5 hour’s school service or 1 week extra-curricular suspension.

III. Before any suspension provided under these rules shall take effect, the student shall be verbally informed and advised by the head coach. Violations will not be accepted on hearsay.

IV. Rules and regulations may apply to association with a minor using or having in their possession any illegal substance as well as someone using it themselves.

V. any second offense during the out-of-season (within one year time frame), the student athlete may be punished during the next participating season.

VI. Students remain on probation for a period of 1 year after a disciplinary action. If he/she receives no major discipline in that year, they are released from probation and returned to original status.

VII. Each coach has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance, detentions, curfew, dress, general appearance, conduct, profanity, etc. These rules as well as the disciplinary action to be carried out will be set by the individual coach.

VIII. Athletic season dates are as follows:

High School

Volleyball	August to October (or end of State Tournament play)
Football	August to October (or end of Playoff participation)
Basketball	November to February (or end of State Tournament play)
Track	January to May (or end of State Meet participation)
Baseball	February to May (or end of State Tournament play)
Softball	February to May (or end of State Tournament play)

### Jr. High School

Basketball	October to February (or end of State Tournament play)
Volleyball	November to March (or end of State Tournament play)
Summer Basketball	June
Football Passing League	July
Volleyball League	June and July

The above dates outline "In Season". Punishments not completed during the season may be finished out of season through service work or carried over to the following. This will be decided by the coach with input from the athlete.

IX. Some punishment may be substituted through professional counseling provided the coaches, parents, athletic director, and student agree.

**NOTE:** Coaches reserve to counsel athletes and consult with parents as situations arise of in or out-of-season dates.

## IHSA REGULATIONS

Students must abide by IHSA regulations at all times. The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

## IESA ELIGIBILITY RULES

Students must abide by IESA guidelines at all times.

## SPORTS AWARDS

These awards are given to every athlete when they participate for a full season of a sport:  
1<sup>st</sup> year- Junior High N

Athletes may receive up to three (3) pins per sport.

In order to receive any award, athletes must finish the season with the team. The only exception will be in the case of illness or injury.

## ELEMENTARY (PRE-K TO 6) INFORMATION

### ADMISSION TO NORTHWESTERN ELEMENTARY SCHOOL

A child must be five (5) years of age on or before September 1 of the school year to enter kindergarten. A child entering kindergarten must present a certified copy of a birth certificate within 30 days of enrollment.

**A student will not be allowed to attend class after the deadline without a birth certificate or other legal evidence of a birth date.**

There is no provision for mid-year registration. If a child reaches his/her fifth birthday after September 1, he/she will not be eligible to enroll until August of the following year. Should a child be enrolled in an adjoining school district in this age group with the intent to enroll the child in

Northwestern Elementary School when he/she becomes five, the child will not be enrolled in District No. 2 until the following year. This violates the intent of the law and school policy.

## NORTHWESTERN ELEMENTARY SCHOOL'S GENERAL RULES

### GENERAL RULES

1. Treat others as you wish to be treated.
2. Stay in assigned areas.
3. Be prepared for class.
4. Show respect for personnel by following directions the first time they are given.
5. Keep hands, feet, and objects to yourself.
6. No name-calling, obscenities, crude gestures, teasing, roughhousing, or fighting.
7. Respect school property and the property of others.
8. Caps, hats, head coverings, and sunglasses are to be removed when inside the school building.
9. No cheating or copying each other's schoolwork.
10. No CD players or other electronic devices are allowed unless prior approval is given.
11. Students must obey Junior/Senior High School rules when in the Elementary building.

### RECESS PROCEDURES

Students will have Physical Education every day with Mrs. Fones and a morning recess before lunch every day. Students will go outdoors as much as possible. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should **always dress for outside recess**. When a child is unable to go outside, a note stating the reason should be sent by the parent or guardian to the teacher. If a child is to remain inside for more than 3 days, **a note from your doctor will be required**.

The general rules for these periods are:

1. Show respect for school personnel by following directions the first time they are given.
2. Stay in assigned area.
3. Keep hands, feet, and objects to yourself.
4. Stop playing and line up quickly when the whistle is blown.
5. Use equipment properly.

### GENERAL OUTSIDE PLAYGROUND RULES

The outdoor playground and equipment are designed for the children to enjoy in a recreational and safe way. Students are to remain on the designated area of play during recess. When the fields are wet or muddy, they will become off-limits. The following rules are provided as a guide for a fun and safe playground:

1. Misuse or destruction of the playground equipment will not be tolerated.
2. Tackle football is not permitted.
3. Kicking, wrestling, pushing, tripping, and spitting will not be tolerated.
4. No skates or skateboards are allowed.
5. All misunderstandings are to be settled by the supervising teacher.

6. You must ask the adult on duty if you need to re-enter the building.
7. Do not bring toys to school recess.
8. If a student brings something to recess that they shouldn't, the aide shall take away the item and return it after recess.

### **INSIDE RECESS RULES**

Generally, the students will remain in their classrooms during indoor recess.

1. Show respect for the school personnel by following directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Do not run, tag, chase, push, or shove others.
4. Do not throw balls or other objects in the room.
5. Keep noise to an acceptable indoor level.
6. You must have permission from the adult to leave the classroom.

### **LUNCH ROOM**

1. Aides are in charge and may give directions to students.
2. Use good manners at the tables and at recess.
3. Students should sit where directed.
4. Students should keep voices low. Do not yell or scream while in the cafeteria.
5. Keep your hands and feet to yourself. Do not touch the food or trays belonging to others.
6. No toys are allowed in the lunchroom.

### **TARDIES**

Students in grades K-6 will be considered tardy if they are not in their rooms by 8:10 A.M. If a student arrives after 8:10 A.M., he/she is required to get an admit slip from the office. Parents have the responsibility by state law to have children in school at the start of the day.

### **ELEMENTARY STUDENT DISCIPLINE GRADES K-6**

We want your child's educational experience to be a very positive one. In order for your child to get the most out of his/her school day, good classroom discipline must be maintained. Teachers will maintain their own set of classroom rules and teacher aides will maintain cafeteria and playground rules. However, in some instances it may become necessary for the principal, special education director or social worker to become involved in your child's discipline. At the time when the principal or someone other than your child's teacher needs to become part of the child's school discipline; the following steps will possibly be implemented. Extreme and repeated instances may result in immediate isolation, suspension or recommendation for expulsion to the board of education. Intervention can be implemented at any level if the teacher has already implemented prior steps.

**LEVEL I ACTIONS:** Violation of classroom rules set by the teacher; violation of playground rules set by the teacher or aide; profanity; cell phone or other prohibited electronic device; and non-violent bus situations.

**LEVEL I CONSEQUENCES:** Disciplinary Referral and possible telephone call; verbal warning/counseling; parent contract; loss of recess; noon detention; after school detention. After the third violation for the same offense, an after school detention will be given. After six violations for any reason, an after school

detention will be given, and if the student continues level I actions then he/she will go to level II consequences.

**LEVEL II ACTIONS:** Repeated Level I behaviors; bullying behaviors such as teasing, taunting, threatening or indirect bullying behaviors that would socially isolate another through intentional exclusion; sexual harassment; theft; property damage; gross vulgarity; defiance, disrespect or flagrant disobedience; use or possession of tobacco or smoking materials; physical violence or deliberately harming another person; possession of contraband items; unauthorized use of cell phones during the school day.

**LEVEL II CONSEQUENCES:** Disciplinary Referral; possible parent conference; possible loss of privileges or after school detention; possible in school isolation or suspension; possible referral to social worker or school psychologist for observation and possible educational/behavioral evaluation; removal from class pending parent conference.

**LEVEL III ACTIONS:** Selling or transferring drugs on school grounds; possessing or under the influence of alcohol, drugs, or drug look-alikes on school grounds; possession of a firearm or any item that may be used as a weapon; deliberately harming or threatening to harm school personnel; continued or extreme sexual harassment; gross disobedience or misconduct as defined by board policy which is defined in student handbook.

**LEVEL III CONSEQUENCES:**

1. If a student is found selling or transferring drugs on school grounds the student will be given an immediate 10 day suspension, law enforcement authorities will be called.
2. If a student is found using or possessing drugs or any other intoxicants on school grounds the result will be up to 10 days suspension; notifying authorities;
3. Possession of a firearm, explosive device or any other item that can be construed as a weapon will result in a 10 day suspension; confiscation of weapon; notification of authorities; and recommendation to the school board for expulsion. A student who is determined to have brought a firearm or other weapon to school; any school sponsored activity or event which bears a reasonable relationship to school, shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board of education on a case by case basis.
4. Striking, threatening or attempting to harm any employee of this school district will result in a 10 day suspension with recommendation for expulsion made to the school board. Law enforcement authorities will be called.
5. Any action which in the opinion of school authorities constitutes gross disobedience or misconduct as defined by board policy as defined in student handbook will result in out of school suspension for up to ten (10) days with a possible recommendation for expulsion to the board of education.

## **PROMOTION-RETENTION**

Elementary school students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria:

**Primary Grades 1-3:** Students shall be doing passing work/making progress in core subjects according to the following grade level requirements.

**First Grade:** It is critical that the student must pass/be making progress in reading. It is strongly recommended that the student be passing math as well.

**Second and Third Grade:** the student must pass/be making progress in Reading and Math.

**Grades 4-6:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained.

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **PRE-KINDERGARTEN PROGRAM**

Our Pre-K program is funded by a grant from the State of Illinois and is tuition free. The purpose of the grant is to seek and to provide opportunities to children, age 3 to 5 (non-kindergarten age), who have been screened and identified in need of early intervention. The criteria used for placement are as follows:

1. Developing in developmental areas (cognitive, speech and language, social emotional, fine motor, and gross motor) and,
2. Other at-risk factors including health-related or family issues may also influence eligibility into the program. The entire Pre-K staff will strive to provide opportunities for young children that will strengthen their potential in all developmental areas and enable them future success in school.

Our goal is to prepare young children with life-long learning skills for success in future schooling. This goal is accomplished through a developmentally appropriate program of “hands-on” experiences necessary for success within the school environment. The preschool year will mainly focus upon language and social development. The educational program will include:

- a. Reading and Writing readiness
- b. Language development
- c. Personal and Social development
- d. Fine and Gross Motor skills
- e. Auditory/Visual coordination
- f. Science appreciation
- g. Social Studies appreciation
- h. Music appreciation
- i. Health and Safety
- j. Field Trips

The curriculum will be based on learning centers with children’s project planning and choice making because young children learn best by doing. Play is the work of young children.

An important element in the success of our Pre-K program is the parental involvement component. Parent involvement is an invaluable part of a child’s education, because parents are their child’s first teachers. We want parents to be active participants in the education of their child. There



are monthly opportunities for parent participation. This includes home visits, classroom visits for interaction between parent and child, parenting classes, parent-teacher conferences, and family nights with educational components, parent information nights and field trips.

## **MEDICAL**

Any illness or injury should be reported to the office. An accident report will be filled out on the student's injury. If the injury or illness appears to warrant it, parents will be contacted for information and instruction. It is important that all pertinent information regarding home address, home phone numbers, parents' place of employment and employment phone numbers, as well as emergency contacts, be kept current in case emergencies arise.

Parents of students with special medical needs (e.g., hemophilia, diabetes, epilepsy, etc.) should inform the school nurse or building principal of such conditions so that appropriate action may be taken when and if necessary. **The student's physician should supply information pertaining to health conditions and/or physical restrictions.**

## **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

Parents/guardians shall present proof that the student received a health examination by a licensed physician and immunizations against, and screening for, preventable communicable diseases, as required by Illinois Department of Public Health, within one year prior to:

1. Entering Pre-Kindergarten, Kindergarten, sixth and ninth grades.
2. Entering school for the first time.
3. Transferring from a school out-of-state or out-of-country.

It is a school policy that all students participating in athletics must have an annual physical examination and be in compliance regarding immunization.

If a student does not comply with the requirements for physical examinations or immunizations by the first day of student attendance of the current school year the student will be excluded from school until proof of having received such or written proof of a scheduled appointment is presented to the district office. Transfer students will have 30 calendar days from their first day of enrollment to meet these requirements.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520).

## **EYE EXAMINATION**

Parents/guardians of students entering Kindergarten or school for the first time shall present proof before October 15 of the current school year that the student received a comprehensive eye examination by a qualified eye doctor such as an optometrist or ophthalmologist within one year prior to entry of school.

If proof is not submitted by October 15 the student's report card may be held until such proof is presented.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to an eye doctor.

## **DENTAL EXAMINATION**

All students in Kindergarten, Second and Sixth grades must present proof of having been examined by a licensed dentist before May 15 of that school year in accordance with rules adopted by the Illinois Department of Public Health.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to a dentist.

## **VISION AND HEARING SCREENINGS**

Vision and hearing screenings will be given to required students on an annual basis.

## **PARENTAL MEDICAID NOTIFICATION**

Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR part 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

## **CONTAGIOUS DISEASES**

Students suspected of having any contagious disease will not be permitted to remain at school unless authorized by a physician. In all cases, school officials shall be governed by the orders of local health officers of the State Board of Health offices.

## **HEAD LICE**

The school nurse will screen the students individually or by classrooms as indicated by the prevalence of head lice. When a student is identified with signs of head lice the following steps will be taken:

1. The parents or a responsible adult will be notified if signs of head lice are present and the student will be sent home. Written and verbal information will be provided to assist parents in the treatment of head lice. The student's hair must be treated and the nits removed.
2. Students will not be allowed to attend school if they have lice or nits.
3. The personnel in that school should screen siblings attending other schools.
4. Parents must make an appointment to have the student re-screened by the school nurse before returning to school. The parent or responsible adult must accompany the student for this screening. To schedule an appointment, call the school nurse at (217) 436-2442.

## **PRESCRIPTION/NON-PRESCRIPTION DRUGS AND THE ADMINISTRATION OF MEDICATION**

The purpose of administering medication to a student during school hours and related activities is to provide the most favorable condition of health conducive to his/her education curriculum.

If it is considered necessary for a student to take prescription or non-prescription medication at school, the following procedures (recommended by State Board of Education and Illinois Department of Public Health and American Academy of Pediatrics) must be carried out to provide a safe and healthy method of administration.

1. The parents or guardians must get a written request for prescription or non-prescription medications from the student's licensed prescriber to be presented at school before the medication can be administered to the student. This request must include the following information: student's name, licensed prescriber and signature, name of medication (dosage, route of administration, frequency and time of administration), date of prescription, date of order, discontinuation date, diagnosis requiring medication and other pertinent information, intended effect of medication, other medications the student is receiving, and the time interval for re-evaluation. This request will be kept in the school health files.
2. It is the responsibility of the parents or guardians to bring the licensed prescriber's request with written permission from parents or guardians, and medication to school.
3. All prescription medication must be brought in the original pharmacy container.
4. With a current doctor's orders, urgent non-prescription medications may be given to children who experience sudden, sub-acute illness such as headaches, toothaches, menstrual cramps, upset stomach, etc. Parents must provide all non-prescription medications and they must be brought to school in manufacturer's original container with the student's name attached to the container. Manufacturer recommended dosing schedules will be followed on all non-prescription medications unless written instructions are received from your licensed health care provider.
5. All medications will be stored in a secure area in the Junior/Senior High Office, Elementary Office, or Medical Office. Students may not carry and self-administer other common medications, such as acetaminophen, ibuprofen, cough drops, etc.
6. The person administering the medication must document each dose of medication. Documentation must include the following information: name of medication, time dosage, route, and signature of the person administering or supervising the student in self-

administration. If the medication is not administered as requested, the reason will be documented and signed.

7. At the end of the treatment regime, the parents or guardians will be responsible for removing any unused medication from the school office. If the medication has not been picked up by the end of the school year, the medication will be destroyed and documentation will be noted in the student health file.
8. All permission for long-term medication must be renewed annually. If there are any changes in medication, there must be written authorization from the licensed prescriber.
9. A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and /or medication, or the storage of any medication by school personnel". (Policy 7:270)

**The school district retains the discretion to reject requests for administration of medication.**

## **HOMEBOUND INSTRUCTION**

Homebound instruction is for those students who are unable to attend school due to physical or other medically related problems. Parents should notify the building principal of the need for their child to participate in homebound instruction. To qualify as a homebound student, the student must submit a physician's statement to be kept on file and complete an application for home services signed by the physician.

## **STUDENT TRANSFERS**

A student seeking admission to a district school must meet all residencies, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. A student must also present a completed "good standing" form from the school form which the student is transferring.

In accordance with Section 2-3, 12 (a) of the School Code, all public school districts are to provide this form to any student who is moving out of the school district to verify whether or not the student is "in good standing" and whether or not his/her medical records are up-to-date and complete as defined in Section 2-3 13 (a). "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to attend classes, as of the date of the form. No public school district is required to admit a student unless he or she can produce this form from the student's previous public Illinois School District enrollment.

## **STUDENT WITHDRAWAL**

Any student withdrawing from school to go to another school system is required to have a withdrawal record. The following information will be included:

- a. Good standing form
- b. Clearance list (texts and P.E. locks turned in)
- c. Estimated grades to date
- d. Administrative clearance (fees paid)

Please notify the school a few days in advance of the last day the student will be in attendance.

## **NO CHILD LEFT BEHIND**

No Child Left Behind (20 USC 6311 (h)(6) requires each school district that receives Title I funds to notify parents that, they may request, and the school district will provide, information regarding the professional qualifications of their student's teachers, including at a minimum:

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

## **SCHOOL VISITATION RIGHTS**

Illinois law requires that employers grant employees leave of up to a total of 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to their children if the conferences or classroom activities cannot be scheduled during nonworking hours. However, no leave may be taken by employees unless they have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to them except sick leave and disability leave. Before arranging attendance at conferences or activities, employees must provide their employers with a written request for at least 7 days in advance. In emergency situations, no more than 24 hours' notice is required. Employees must consult with their employers to schedule leave so as not to disrupt unduly the operations of their employers. Leave provided for visitation does not have to be paid leave.

For the purpose of this notice:

"Employee" means a person, except an independent contractor, who performs services for hire for an employer for:

1. At least 6 consecutive months immediately preceding a request for leave; and
2. An average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months

"Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or nonprofit organization.

## **SCHOOL FEES**

Under certain circumstances, waivers for some school fees may be granted. Contact the office for further information.

### **ILLINOIS SCHOOL STUDENT RECORDS ACT**

The Illinois School Student Records Act divides school student records into “student permanent records” and “student temporary records”.

“Student permanent records” contain the minimum personal information necessary for the education of students. Such information shall include a student’s name and address, birth date and place, gender, parents’ names and addresses, academic transcript including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, attendance records, accident reports and health record, record of release of permanent record information, scores received on all State Assessment tests administered at the high school level, and such other entries as the Illinois State Board of Education may require or authorize; and may include honors and awards received, and information concerning participation in school-sponsored activities or athletics.

“Student temporary records” contain all information within school student records not contained in student permanent records. Such information shall include a record of release of temporary record information, scores received on State Assessment tests administered at the elementary grade levels, information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or a sanction, information required under Section 8.6 of the Abused and Neglected Child Reporting Act, and may include a student’s family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations or anecdotal records, participation in extra-curricular activities, including any offices held in school-sponsored clubs or organizations, honors and awards received, special education files, and other information of clear relevance to the education of the student. Temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school.

### **RIGHT TO INSPECT AND COPY SCHOOL STUDENT RECORDS; LIMITATIONS; COST FOR COPYING**

A parent or any person specifically designated as representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent’s child. A student has the right to inspect and copy his or her school student permanent record.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. No school employee shall disclose to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner’s child or children are enrolled. A copy of the order of protection shall be maintained in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection.

The cost for copying school student records shall be the actual cost of providing a copy or copies, provided that such costs shall not exceed \$ .35 per page. No parent or student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

## **CONTROL OF ACCESS AND RELEASE OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No. 2 reserves the right to control the access to and release of school student records. The District has the right to request a copy of any information released. All rules and regulations developed by the Illinois State Board of Education in compliance with the Illinois School Student Records Act, the Family Educational Rights and Privacy Act and the Freedom of Information Act will be observed by Northwestern CUSD No. 2.

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 the Illinois School Student Records Act or its regulations.

School student records or information contained therein may, consistent with Illinois law, be released, transferred, disclosed or otherwise disseminated, without parental consent, to the following:

1. A parent, student or person specifically designated as a representative by a parent;
2. An employee or official of the District or Illinois State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. Official records custodians of another school in which the student has enrolled or intends to enroll, upon request of such official or student;
4. Any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
5. Any person pursuant to a court order;
6. Any person specifically required by State or Federal law;
7. Juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court;
8. Subject to regulations of the Illinois State Board of Education, in connection with an emergency, to appropriate persons if the information is necessary to protect the health or safety of the student or other persons;
9. Any person with the prior specified dated written consent of the parent designating the person to whom the records may be released;
10. A governmental agency, or social service agency contacted by a governmental agency, in furtherance of an investigation of a student's school attendance;
11. SHOCAP committee members who fall within the meaning of "state and local officials and authorities", as those terms are used within the meaning of the Family Educational Rights and Privacy Act, for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; and
12. The Department of Public Aid in furtherance of the requirements of the School Code or the School Breakfast and Lunch Program Act.

## **RIGHTS AND PROCEDURES FOR CHALLENGING SCHOOL STUDENT RECORDS**

Parents have the right to challenge the accuracy, relevance or propriety of any entry in the school student records of their child, exclusive of:

Academic grades of their child; and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring.

Parents also have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in the record.

Northwestern CUSD No. 2 shall abide by the procedures prescribed by the Illinois State Board of Education when a challenge is made. Parents who desire to challenge school student records of their child may request a hearing by submitting a written request to the District, which said request shall contain notice of the specific entry or entries challenged and the basis of the challenge. Challenge procedures shall include the following:

1. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated.
  - A. A hearing officer, who is not employed in the school in which the student is enrolled, shall be appointed by the school.
  - B. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
  - C. At the hearing each party shall have the following rights:
    1. The right to present evidence and to call witnesses;
    2. The right to cross-examine witnesses;
    3. The right to counsel;
    4. The right to a written statement of any decision and the reasons therefore; and
    5. The right to appeal an adverse decision to an administrative tribunal or official established or designated by the Illinois State Board of Education.
  - D. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
  - E. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parents and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
    1. To retain the challenged contents of the student record;
    2. To remove the challenged contents of the student record; or
    3. To change, clarify or add to the challenged contents of the student record.
  - F. Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures.
  - G. Upon receipt of such documents, the Regional Superintendent shall examine the documents and record to determine whether the District's proposed action in regard to the student's



- record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school with 20 school days of the receipt of the appeal documents.
- H. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located (see Section 7(c) of the Act).

#### Directory Information and Disclosure

Information that may be designated as directory information shall be limited to:

1. Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses;
2. Academic awards, degrees, and honors;
3. Information in relation to school-sponsored activities, organizations, and athletics;
4. Major field of study, and,
5. Period of attendance in the school.

"Directory Information" may be released to the general public, unless parent requests that any or all such information not be released on his/her child.

### **DESTRUCTION OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No.2 annually reviews all school student records. Student permanent records are retained for not less than 60 years. Student temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school. Parents of students and students who graduated or left this school prior to five years ago are hereby notified that if they wish a copy of their temporary records before they are deleted or destroyed, they must make that request to the records custodian, at Northwestern Elementary School, 436-2442, or Northwestern High School at 436-2011. The scheduled destruction date of temporary records is August 15 of each year. Questions regarding school student records and procedures should be directed to the school district superintendent.

### **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extra-curricular opportunities shall be available for all students without regard to, race, color, national origin, ancestry, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, on the basis of sex or disability, be discriminated against in the provision of programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extra-curricular programs and activities.

Any individual may file a sex-equity, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described below.

The Superintendent and Building Principal will use reasonable measures to inform staff members, students, and parents/guardians of students of this policy and grievance procedure.

## **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with disabilities Education Act, 20 U.S.C. 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, program;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 9300006; or
12. Provision of services to homeless students.

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

### **STEP 1-FILING A COMPLAINT**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed. Upon receiving a complaint, a Complaint Manager shall inform the Superintendent of the substance of the complaint, unless the complaint involves the Superintendent, in which case the Complaint Manager shall inform the President of the School Board of the substance of the complaint. District Complaint Manager: Patrick Bowman

## **STEP 2-INVESTIGATION**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except; (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Step 3. The Superintendent will keep the School Board informed of all complaints.

## **STEP 3-DECISION AND APPEAL**

Within 5 school days after receiving the District Complaint Manager's report, the Superintendent or School Board President shall mail his or her written decision to the Complainant and Complaint Manager via U.S. first class mail.

Within 5 days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's or School Board President's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the School Board's decision, the Superintendent or School Board President shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of the School Code and, thereafter, to the state Superintendent pursuant to Section 2-3.8 of the School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

## **TITLE IX**

The Northwestern Community School Board of Education has adopted a policy which meets the requirements set forth in Title IX of the Education Amendments of 1972, which states: "No person shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered in this school."

## **SPECIAL EDUCATION**

The Northwestern Community Unit School District No. 2 offers a free and appropriate education to all children. Any child between the ages 3-21 residing in the school district is eligible for special education services if he/she is determined eligible by a multi-disciplinary team.

The Northwestern Elementary School provides:

- a. An annual screening of all children between the ages of 2 and 5.
- b. Hearing and vision screening at regular intervals.

- c. Speech and language screening upon initial enrollment in school.
- d. An on-going annual screening by teachers and other professional personnel for possible referral of those children who exhibit problems that interfere with their educational progress and/or adjustment to their educational setting.

Referrals for preliminary evaluation may be made through the building principal, by school district personnel, the parent of a child, community service agency personnel having primary care and custody, other professional persons having knowledge of the child’s problems, the child or the State Board of Education when there is reason to believe that a child may require special education. Parents and other members of the community may review a copy of the Rules Governing Special Education at the Superintendent’s office.

### **EDUCATIONAL PROGRAMS**

- 1. All students have access to all courses without regard to sex.
- 2. Graduation requirements are identical for all students.
- 3. Cheerleaders may be either male or female.
- 4. Physical Education classes will be integrated by members of both sexes. Separation of students by sex will be made in the following activities:
  - a. When dealing with human sexuality.
  - b. During such activities as wrestling, boxing, football, basketball, and other bodily contact sports.
  - c. Vocal Music-separation of persons based on vocal range and quality.

### **ASBESTOS WARNING/PUBLIC NOTIFICATION**

The following public notification is being released for compliance with the regulation of the Federal AHERA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan are on file for review at the Superintendent’s office.

This notification is to inform building occupants of the potential hazard and locations of materials containing asbestos. 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 any materials containing asbestos. Materials containing asbestos have been found in the following buildings: Northwestern Community Unit Schools (N.W.C.U.S.D. #2). Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

### **SCHOOL SECURITY DRILLS**

School security drills are as follows:

- 1. Fire 3
- 2. Tornado and Severe Storm 1
- 3. Earthquake and Evacuation 1
- 4. Armed Intruder 1

Failure to cooperate during a security drill is considered defiance of authority which is a 30 point offense.

## SCHOOL SONG

On Northwestern, On Northwestern  
Make that scoreboard climb  
Pass the ball right down the floor (field)  
A basket (touchdown) sure this time  
Rah, Rah, Rah  
On Northwestern, On Northwestern  
Fight on for your fame  
Fight fellows fight and we will  
Win this game!

Mascot-Wildcat

School Colors-Green and Gold

## ARRIVAL AND DEPARTURE

The doors at Northwestern are opened at 7:45 A.M. Students are dismissed daily at 3:00 P.M. at the elementary and 3:06 P.M. at the Junior/Senior High School.

**If your child will not be riding the bus home in the evening he/she must have a note from parents or he/she will be sent home on the bus.**

Parents need to notify the school if anyone other than the parent(s) is to meet their child at school. When the parent or designee comes to meet a child, the person should first check in at the office. If a divorce decree stipulates no parental visitation at school, the district needs a copy to put in the student file.

## SCHOOL CANCELLATION

School cancellation could occur due to extreme weather or any other unforeseen circumstances. Anytime school is cancelled the automated telephone notification system, SchoolMessenger, will be utilized. A working telephone number should be on file in the central office. Cancellations will also be posted to the following:

### TV Stations:

Channel 2 St. Louis  
Channel 4 St. Louis  
Channel 5 St. Louis  
Channel 20 Springfield

### Radio Stations:

WSMI 1540 AM, 106.1 FM

**Please have alternative plans for your children in case of emergency dismissals.**

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**Northwestern Community Unit School District No. 2**  
**Student Handbook**  
2014-2015

**FOREWARD**

This book is designed to give, in convenient form, important information about Northwestern Community Unit Schools. It is hoped that it may assist new students in adjusting themselves to the life of the school and that it may be a consistent reminder of the school's general procedures, ideals, and traditions. The goal of Northwestern is to create an environment where all students will be able to learn and participate in the many extra-curricular activities. Students are urged to read this book carefully and to keep it for reference throughout the year.

The superintendent, with input from the parent/teacher advisory committee, shall prepare disciplinary rules implementing the Northwestern School District's disciplinary policies. These disciplinary rules shall be presented annually to the Board of Education for review and approval. It takes all of us, including staff, students, parents, and community working together to accomplish this goal. Let's strive to make everyone proud to be a Wildcat.

We are required to have on file signatures of parents/guardians indicating they have received the student handbook. Handbooks will be distributed at the time of registration.

**HANDBOOK DISCLAIMER**

This handbook is not intended to create a contractual relationship with the student, nor is it an exhaustive list of District policies; rather its summary of District policies intended to describe the school, its current practices, procedures, rules and regulation (code of conduct), etc. Membership or participation in a school-sanctioned activity is a privilege and not a property right. As such, the Board of Education and the administration reserve the right to make modifications and/or policy changes when needed. Students and parents will receive the changes in a timely manner. A complete list of District policies is available on the schools website [www.northwestern.k12.il.us](http://www.northwestern.k12.il.us).

**VISION STATEMENT**

The vision of the Northwestern School District is to prepare all students to be academically, socio-emotionally, and technologically proficient in order to become productive members of society.

**MISSION STATEMENT**

The mission of Northwestern Community Unit School District No. 2 is to provide students with the opportunity to grow academically, technologically, and socially to become productive citizens within the community. This includes a commitment of parents, teachers, administrators, and students to work toward the completion of this mission.

## **EDUCATIONAL PHILOSOPHY**

**Specifically, the educational program should make it possible for the student to:**

1. Attain, commensurate with cognitive abilities, optimum proficiency in reading, writing, listening, speaking, social studies, science, and math skills, both computational and problem solving.
2. Develop an understanding of self: personality, strengths, weaknesses, and general capabilities.
3. Develop an ethical sense of community, which will help the personal manifestation of tolerance, kindness and justice to all others.
4. Develop an appreciation for interpersonal relationships, both in the family and in the community.
5. Develop skills for effective participation in the democratic process.
6. Develop knowledge and understanding of the natural and physical environment.
7. Develop economic competence as a consumer.
8. Develop marketable skills and vocational competence.
9. Explore and develop an appreciation of the fine arts.
10. Develop wise use of leisure time.
11. Develop zeal for continuous learning and self-improvement.
12. Be exposed to the world of work.
13. Develop technologically literate students.

**Furthermore, every effort should be made in the educational program to:**

1. Make the best use of the physical plant that was provided by the taxpayers.
2. Secure the judgment of the Board of Education in the selection and approval of the best personnel.
3. Advise and inform the public from time to time of all school activities and to seek their advice.
4. Provide the highest type of moral, ethical and professional leadership.
5. Inform the employed personnel of any actions of the Board of Education pertinent to his/her particular interests.
6. Maintain priorities consistent with the educational goals and philosophy of the District.

And finally, realizing that the final success of the educational program is measured in terms of the accomplishments of the student, the educational program should:

Foster in the student self-discovery, self-awareness, and self-discipline, enabling him/her to realize his/her worth as a human being and to formulate a personal set of values and goals.

Develop a positive attitude toward and practice of those disciplines which will produce a healthy mind and body.

Develop awareness of present and past cultures and civilizations, acquainting the student with the variations in mankind's cultural patterns and with the evolution of his/her national and cultural heritage.

Stimulate intellectual curiosity, guiding the student to learn how to seek further knowledge by familiarizing him/her with the resources and challenges of the world around him/her.

Provide fundamental career concepts and skills, developing in the student a foundation for further career training.

Direct the student in becoming proficient in the art of verbal and nonverbal communication.

Encourage an appreciation of beauty and to assist the student in developing a capacity for aesthetic perception, creation and judgment.

Encourage the student to discover and build from his/her individual strengths and develop an awareness of the value of striving toward excellence and mastery of skills.

Help the student learn to deal effectively with other people, while encouraging him/her to develop sensitivity to the needs and values of others and a respect for individual and group differences.

Develop social and personal responsibility involving the student in decision-making process and problem-solving activities as he/she works toward constructive change.

Help the student recognize the basic laws that explain the behavior of the universe and to help him/her use these laws to predict natural phenomena and to determine their impact on his environment.

Help the student realize his/her relationship to his/her fellow man through learning about man and man's laws and how to live in harmony with them.

Develop an understanding of consumer education concepts and economic principles for the purpose of achieving within the framework of the student's own values, maximum utilization of, and satisfaction from, one's resources.

## **STUDENT RESPONSIBILITY**

Northwestern Schools have the responsibility to provide a quality education to all students who attend these schools. Students have the responsibility to understand and observe all rules and regulations, and to conduct themselves in a manner that will result in the development of productive citizens. These rules and regulations are not limited to school property but also include all reasonable involvement of school activities and events (field trips, bus stops, post prom activities and all extracurricular events).

## **COMMUNITY RESPONSIBILITY**

We welcome the community and encourage community participation. All visitors are required to report to the office upon entering any building on campus. Parents wishing to visit the schools are encouraged to call the office to set up an appointment. The presence of former students in the school is discouraged during school hours.

## **ADMINISTRATION**

Mr. Patrick Bowman, Superintendent/Elementary Principal.....	436-2210
<a href="mailto:pbowman@northwestern.k12.il.us">pbowman@northwestern.k12.il.us</a>	
Mrs. Heather Haley, Assistant Elementary Principal .....	436-2442
<a href="mailto:hhaley@northwestern.k12.il.us">hhaley@northwestern.k12.il.us</a>	
Mrs. Brandi Maxedon, Junior/Senior High Principal.....	436-2011
<a href="mailto:bmaxedon@northwestern.k12.il.us">bmaxedon@northwestern.k12.il.us</a>	
Elementary/Unit Office.....	436-2442
Junior/Senior High Office.....	436-2021

## LUNCH PROCEDURES & PRICES

1. This district received a grant for 2012-2015 which allows all students to eat free of charge.
2. Any additional milk will be charged to the student.
3. Students with money owed will be provided with a milk account balance periodically throughout the school year.
4. School food prices for 2014-2015 school year:
 

Adult Breakfast	\$2.00	Adult Lunch	\$2.50
Extra Milk for Anyone	\$0.45		

## EXPECTATIONS OF STUDENT BEHAVIOR IN THE CAFETERIA

<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
Use kind words & actions. Wait for your turn politely. Do not cut in line or save a space. Follow adult directions. Be silent when signal is given. Use quiet voices. Use appropriate language. Use good manners.	Clean up after yourself. Get all utensils, milk & condiments when 1 <sup>st</sup> going through the line. Bring your own change for vending machines. Do not ask others for money. The office cannot provide change.	Walk facing forward. Keep hands, feet & objects to self. Use all equipment & materials appropriately. Report accidents, injuries & hazards to nearest adult. Report bullying, harassment, or intimidation immediately. Sit appropriately at the table. Stay at the table until dismissed. Ask permission to leave your seat.

## FREE/REDUCED MEAL APPLICATIONS

Although meals are paid through the grant, it is still necessary for families to apply for free and reduced lunch and breakfast as this fulfills other district criteria. Applications for free and reduced meals are available at each district building location. Letters containing guidelines and applications for free or reduced lunches are available during registration and throughout the year in the school office. Parents requesting free or reduced lunches must complete and return the application to the school office. Verification of income may be requested.

## TRANSPORTATION

The District shall provide free transportation for any student in the District who resides one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available. The District shall provide free transportation for a student living less than one and one-half miles from school where walking to school or to a bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is unavailable. A student's parent or guardian may petition the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation will be provided for special education students if included in the student's individualized education program. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

## EXPECTATIONS OF STUDENTS RIDING THE BUS

*NOTE: Cameras may be utilized to monitor student behavior and bus safety.*

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Use kind words & actions. Follow adult directions. Be silent when signal is given. Use appropriate language. Conversations should be appropriate for all ages.	Be on time at the approved bus stop. Clean up your trash. Do not leave items on the bus. Do not consume food or drinks on the bus.	Cross the road when the bus is completely stopped. Cross in front of bus only. Use quiet voices. Stay in seat while the bus is in motion. Students should sit on bottoms and face the front. Do not throw items out of the window. Keep hands, feet & objects to self and inside the bus. Report accidents, injuries, & hazards to driver. Report bullying, harassment, or intimidation immediately. Use emergency exit when directed by driver. Be quiet at railroad crossings. Possession and/or use of tobacco, alcohol, or other drugs are prohibited.
<p><b>PROCEDURES:</b> The bus driver may verbally reprimand a student, make a written report, or make a written request to the administration that a student be disciplined or suspended from riding the bus. Only the administrator or School Board may suspend students from riding the bus.</p> <p><b>CONSEQUENCES:</b> Discipline will be handled in cooperation with the transportation director, administration, and the student’s parents or guardians. Penalties may include assigned seating, loss or suspension of bus riding privileges, detention, in-school suspension, out-of-school suspension, or expulsion.</p>		

## BICYCLES AND WALKING TO SCHOOL

Due to the location of the school, riding bicycles and walking to school is not encouraged. Permission from the Building Principal should be received prior to any student riding a bike to school.

## FIELD TRIPS

The school recognizes the value of student participation in field trips to increase learning. Field trips, which are going to exceed a 75-mile radius from Northwestern, will require Board approval unless it is an established yearly trip. Students need to be aware that the law considers all field trips the same as a classroom. Therefore, all school rules, regulations, and policies apply on these trips as if the student were actually in the school. Any parent planning to attend a field trip with their student must first participate in a background check through the district office at their own expense and must also attend at least 2 Parent Club meetings, be a classroom assistant, attend Open House/Parent-Teacher

Conferences, or contribute to the class in some manner approved by the teacher at least twice or a combination of the two. Remember, you represent not only yourself but also your school, family, and community. All classroom assignments should be completed in advance; students must have approval of all of their teachers to attend field trips. Students who do not join their group on a field trip are expected to attend school on the day of the trip. At the Jr./Sr. High School, if a student has a failing grade in any class and that class is to meet on the day of the field trip, the student cannot attend the trip. If a student has an unexcused absence the day before the field trip, he/she cannot attend the field trip. No siblings or non-district students may attend field trips.

### **GRADING SYSTEM-DISTRICT WIDE**

92-100.....	A
85-91.....	B
77-84.....	C
68-76.....	D
67-below.....	F

Kindergarten through 3rd grade will use a skills-based grading system.

### **HOMEWORK**

Homework is important to all students. Homework provides the necessary reinforcement for what is learned at school. Most teachers allow some time at school to start homework assignments, so if your child continually seems to have too much homework, please check with your child’s teacher. Homework is a required part of learning. Part of the student’s grade may be determined from homework grades. That is why, if a student is absent, it is very important that he/she get his/her work within the guidelines (i.e., number of days absent, plus one).

### **“D” AND “F” NOTICES**

The staff and administration feel that students and parents should be notified when a student’s performance begins to decline. The school will be sending notices home for those students doing work in the “D” or “F” range at the middle of each marking period. In addition the staff must make contact with the parents before any student will receive a failing grade. This notice may be a telephone call or written note at any time in the quarter.

### **ELEMENTARY CLASS SCHEDULE**

Grade	Recess	Lunch Schedule
K-3	11:30	11:50-12:10
4-6	11:45	12:05-12:25



## JUNIOR/SENIOR HIGH CLASS SCHEDULE

1 <sup>ST</sup> hour	8:12-9:00	
2 <sup>nd</sup> hour	9:03-9:51	
3 <sup>rd</sup> hour	9:54-10:42	
JH Study Hall	10:45-11:15	Lunch 11:15-11:45
4 <sup>th</sup> hour HS	10:45-11:33	
HS Study Hall	11:35-12:05	Lunch 12:05-12:35
5 <sup>th</sup> hour JH	11:48-12:35	
6 <sup>th</sup> hour	12:38-1:26	
7 <sup>th</sup> hour	1:29-2:16	
8 <sup>th</sup> hour	2:19-3:06	

## ATTENDANCE

Students are required to report promptly and to attend all classes. As per Illinois Statutes, for attendance record and report card purposes, a student must be present 300 minutes or more of classroom instruction to constitute a full day of attendance and 150 to 299 minutes for a half-day. Any student who attends school less than 150 minutes is considered absent for a full day. However, for grades K-1, a full day of attendance is equal to four clock hours (240 minutes), and a half-day (120-239 minutes). In grades 7-12 seven class period absences is equal to one full day of absence. Where there is an unexcused absence of a student in grades Kindergarten through 8, the District shall make a reasonable effort to contact the student's parent or guardian by telephone within two hours of these students' first class to notify them of the absence.

A direct relationship exists between academic achievement and regular attendance. There is no substitute for participation in class explanations and discussions; therefore, while assignments might be made up, some learning is lost in any absence. Habits of consistent and punctual attendance are habits that will serve Northwestern students well in their future work lives.

## EXCUSED ABSENCE

The following absences will be deemed excused:

1. Personal illness-5 days (3 days for students who enroll after first semester ends) throughout the year may be excused with a note from the parent/guardian on the day the student returns to school. However, 3 consecutive days or more of absence at any time requires a doctor's note. Doctor's notes do not take away from the 5 days. However, once the student has used the total 5 days, a doctor's excuse is required for each day missed. STUDENTS CANNOT ATTEND SCHOOL EVENTS ON THE DAYS OF ABSENCE. Students may participate in extra-curricular activities if they are present for the last ½ of a school day.
2. Funeral of a family member.
3. Family medical emergency.
4. Medical appointment-We ask parents to make appointments early or late so that students miss no more than ½ day for appointments.
5. Field trips or other school affiliated events. No absence will be reported on the student's record.
6. Observance of a religious holiday.
7. Juniors and Seniors will be allowed 2 college visit days. Juniors cannot carry the days over to their Senior year. These must be pre-arranged and approved by the principal or designee.

Students must have the form completed by the college admissions officer. No absence will be reported on the student's record. Parents are urged to arrange college visits during the summer prior to the child's senior year.

8. Students absent without a doctor's excuse or administrative approval may not attend after school activities. Failure to abide by this will result in an unexcused absence.
9. Others as deemed excused by the administration.

**NOTE: WRITTEN NOTES FROM PARENTS OR FROM THE DOCTOR MUST ACCOMPANY THE CHILD THE DAY HE/SHE RETURNS TO SCHOOL. NOTES BROUGHT AFTER THAT MAY NOT BE ACCEPTED.**

## UNEXCUSED ABSENCE

Students who are absent for other than the above noted reasons are considered unexcused. Student initiated "skip" days are prohibited and will be treated as an unexcused absence. Any student's participation in "skip" days may face disciplinary action. **An unexcused absence for any part of the day will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening.** An unexcused absence means that students cannot earn credit for work completed in class or assignments assigned on that day.

Students absent for 10 consecutive days without a legitimate excuse will be dropped from the roles. Students in grades K-8 can re-enroll at any time after a parent conference. Students with high absenteeism can be retained or fail to receive credit for a course.

## PARENTAL RESPONSIBILITY

Should a child in any grade need to be absent for any reason, parents/guardians are required to notify the school by phone by 9:15 a.m. Students cannot call in for themselves. While family vacations during school are discouraged, it is understood that this is sometimes unavoidable. Should a family vacation be planned during school time, please give ample notice to the school. Students with excessive absences may not be excused for family vacations.

## TRUANCY

A chronic or habitual truant is hereby defined as a Macoupin County student between the ages of 7-16 years of age who is absent without valid cause from attendance for 5% or more of the previous 180 regular attendance days in school. Section 26-10 of the School Codes states: *Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or fine of up to \$500. Any Macoupin County student violating or, Parent/Guardian of a Macoupin County student violating, the terms of Macoupin County's Ordinance, which shall be punished as a petty offense, shall be subject to the following fines, not to exceed the limitations set forth in 55 ILCW 5/5-1113 upon conviction:*

1. A fine of not less than \$25.00 for the first violation.
2. A fine of not less than \$50.00 for the second violation.
3. A fine of not less than \$100.00 for the third violation.

Each day, or portion thereof, upon which a violation occurs, shall constitute a separate violation, with each separate violation being subject to a separate penalty, as provided herein.

## TARDINESS

When students arrive late, they disrupt classes and forgo opportunities to learn. Furthermore, they unfairly interfere with other students' opportunities to learn. Promptness is essential to student success. A student in grades 7-12 will be considered tardy for class if not in the classroom before the last bell to start that period. Students are allowed to be tardy 6 times per year. This is not 6 times per class but a total of 6 for the entire year. After the 6<sup>th</sup> tardy, the following consequences will result:

1. 7<sup>th</sup> tardy-parents will be notified by mail and the student will receive a lunch detention.
2. 8<sup>th</sup> tardy-parents will be notified by mail and the student will receive two lunch detentions.
3. 9<sup>th</sup> tardy-parents will be notified by mail and the student will receive an after-school detention.
4. 10<sup>th</sup> tardy-parents will be notified by mail and the student will receive 2 after-school detentions.
5. 11<sup>th</sup> or 12<sup>th</sup> tardy-parents will be notified by mail the student will receive an in-school suspension.
6. 13 or 14<sup>th</sup> tardy-parents will be notified by mail and the student will receive two in-school suspensions per incident.
7. 15<sup>th</sup> tardy or each additional tardy beyond 15 will receive an out-of-school suspension.

## MAKE-UP WORK/INCOMPLETE GRADES

If a student is absent from class, it is his/her responsibility to make up the work missed, according to each individual teacher's directions. All students will be able to make up work missed during an excused absence. Students will be allowed one more day than the number of days missed to make up assignments. For example, if a student misses Monday, is present Tuesday, the assignment missed on Monday is due Wednesday. **However, students attending academic functions or preplanned absences including but not limited to; Spelling Bee, Olympiad, class field trips, family trips/vacation, etc. shall turn in work the next day of class following the function.** No incomplete grades will be given at the end of the school year except in emergency situations such as an accident, illness, or funeral. Students who have irregular attendance and/or whose absences are unexcused may face grade retention due to lack of basic skill development. In grades 7-12 multiple day absences should occur before a parent may request work from the teacher. Requests should be made twenty-four (24) hours in advance. It is recommended that students check with classmates for assignments.

## DELEGATION OF AUTHORITY

Each teacher and any other school personnel, when students are under his/her charge, is authorized to impose any disciplinary measures, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules of student discipline. Teachers, other certified employees, and other persons (whether certified or not) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other persons, or for the purpose of self-defense, or defense of property. The teachers may remove students from a classroom for disruptive behavior. The Superintendent or Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

## ENROLLMENT OF HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youths. Any homeless child shall be immediately admitted, even if the child or child's parent or guardian is unable to produce records normally required to establish residency.

## STUDENT CONDUCT

The following paragraphs summarize the policies of the Board of Education of Northwestern Community Unit School No. 2 concerning conduct.

Students who are good citizens maintain a cooperative attitude in school and conform to classroom situations. Those who do not are guilty of misconduct. They not only fail to make progress themselves, but also distract others who want to learn.

Parents and guardians of children in school are expected to cooperate with the school by promoting good citizenship in the home and teaching their children the importance of good behavior and proper attitude in the classroom. Parents and guardians are also expected to be involved with any disciplinary actions brought against their child by the school.

Any student who is guilty of misconduct will be subject to verbal reprimand, lunchtime detention, after school detention, in-school suspension, out-of-school suspension, restriction, removal or banishment from extracurricular activities (as either a spectator or a participant), loss of driving privileges, expulsion, and/or Board or court action as dictated under the mandates of the law. Any known violation should be reported immediately to the school authorities. Junior and Senior High Students must obey elementary rules when in the elementary building and elementary students must obey high school rules while in the high school building. **The policies of the Board of Education concerning misconduct are as follows:**

- 1. ATTENDANCE**-Students are required to report promptly and to attend all classes. A student may leave class only with a signed pass issued by the teacher. Excessive tardiness will result in disciplinary action. **Note:** Students initiated "skip" days are prohibited and will be treated as an unexcused absence. Any students participating in "skip" days may face disciplinary action. Any unexcused absence in the afternoon will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening; this includes students leaving school due to illness. *Junior and senior high students: 8 periods of absence is equal to one full day of absence.*
- 2. BULLYING/AGGRESSIVE BEHAVIOR**-Aggressive behaviors such as violence, physical contact or closeness, force, noise, coercion, threats, intimidation, fear, profane or abusive language, bullying, or other comparable conduct, including by communications made in writing or electronically, toward anyone or urging other students to engage in such conduct is prohibited. When school personnel have determined that a student has demonstrated any of these aggressive behaviors, the student may receive disciplinary points in accordance with the handbook point system. (Board Policy 7:190)
- 3. CHEATING/PLAGIARISM**- Cheating and/or plagiarizing schoolwork and materials are prohibited.
- 4. CLOSED CAMPUS**-Students must have permission to leave the main campus at any time. Any student leaving school property must sign out through the office or obtain an off-campus pass from an administrator. At the beginning of each day, students are to report only to their respective areas of the gym and be seated unless conducting business in the office or eating breakfast in the cafeteria.
- 5. COMPUTER USE**-Computers and other technology equipment shall be used only for authorized school assignments. Computer use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District

computers. General rules for behavior and communications apply when using electronic networks. A teacher or supervisor must approve usage not related to class assignments. Copyright laws and license agreements related to computer software shall be observed. The District's Internet Usage Agreement contains the appropriate uses, ethics, and protocol. All students must have on file an Internet Usage Agreement signed by parents and students.

**6. MOBILE ELECTRONIC DEVICES (MED)**-The use for personal business or entertainment purposes of cellular phones, smart phones, pagers, radios, tape or CD player/recorders including those equipped with headphones is prohibited during the school day, **unless privileged use has been given by the administration at designated times in the Junior/Senior High School.** These items will be confiscated. Nothing in this policy shall prohibit a member of the faculty or staff from using his/her own or a school owned radio and/or tape player/recorder for instructional purposes or for entertainment purposes when appropriate. However, possession of a radio, tape player, and/or electronic games will be permitted on field trips, travel to athletic/music events, or other school related activities only with the permission and approval of the teacher and/or supervisor.

- a. MED include but are not limited to items such as laptops, cell phones, and PDA's.
- b. Students may have MED in their possession. These devices should be set to silent or quiet mode during the school day.
- c. Use of MED during school hours is regulated by specified times and locations.
- d. MED may be used during times of instruction if it is during a teacher approved and a planned portion of the learning activity.
- e. Any use of MED is strictly prohibited in locker rooms, bathrooms, whether here or in at another facility where a school activity or athletic event is occurring.
- f. Students who are dressed and participating in physical education classes are not permitted to have a MED in their possession.
- g. The District is not responsible for the loss, theft, damage, or vandalism to student MED.
- h. Using a cell phone, video/audio recording device, personal digital assistance (PDA), or other mobile MED in any manner that disrupts the educational environment or violates the rights of others including using the device to take digital images anywhere in the building or on the grounds to cheat, or otherwise violate student conduct rules is strictly forbidden. Consequences will be issued in accordance with handbook rules and regulations.
- i. Violations of this policy will be given consequences.

**7. EXTRACURRICULAR ACTIVITIES**-All students are subject to and are expected to obey the policies, rules, and regulations found in this **Student Handbook** while attending or participating in school sponsored activities. All persons, students and non-students, who attend or participate in activities/events on campus, are required to obey the rules of behavior and conduct established by the Board of Education and any other officially recognized governing body, such as the Illinois High School Association. Student misbehavior at extracurricular events may result in banishment from that event, and future events. **Due to lack of building-wide supervision during an event such as a basketball game, and unless accompanied by an adult, young children and students must remain in the gym during play action. Excessive movement in and out of the gym may result in disciplinary consequences.**

**8. DEFIANCE OF AUTHORITY/INSUBORDINATION**-Defiance of authority is defined as any verbal or non-verbal refusal to comply with a reasonable request from school personnel. Defiance of Authority is a serious offense and will be dealt with accordingly. A student who willfully fails to report to a designated location when requested to do so by any school employee, shall be guilty of insubordination and shall be subject to the board's disciplinary penalties for misconduct.

**9. FALSE ALARM**-The willful making of a false alarm by outcry, mechanical alarm, or other device is prohibited.

**10. FIGHTING**-Fighting, threats, or use of profane or abusive language will not be tolerated. Students who make threats or who are involved in the use of profane or abusive language, as determined by school officials, shall be subject to the Board of Education's disciplinary penalties for misconduct. A student who is provoked or assaulted shall retreat from the situation and seek help from staff members immediately, if possible. A student who immediately retreats from a fight will not be deemed to have been involved in a fight. Provoking a fight or not dispersing from a fight when directed to do so or interfering with school personnel in their attempt to break up a fight may receive the same consequences as for fighting.

**11. FOOD AND DRINK**-All food and drink is to be consumed in the cafeteria **unless prior administration approval**. The soda and juice machines are off limits except during high school lunch and after school. Junior High students do not have access to vending machines. Breakfast is served at Elementary and the Junior/Senior High Schools.

**12. GAMBLING**-Any form of gambling or implied gambling will not be permitted on the campus of Northwestern.

**13. GROSS/CHRONIC DISOBEDIENCE**-Gross/chronic disobedience of school rules is defined as but not limited to violations of the drug/alcohol abuse policy, assault/battery of a staff member, weapons possession or use thereof, false fire alarm, bomb threat, or explosive devices.

**14. HALL CONDUCT**-Students should exercise common courtesy while in the hall areas. Students may not be in the hall areas, during class time, without signed authorization. High school students are not permitted to loiter in the Junior High section unless they are going to the library or class. Likewise, the Junior High students are not allowed to loiter in the high school section. This applies to gym use before the first bell and during selected assemblies.

**15. HALL PASSES**-Students are not to be in the halls during class periods without a hall pass. Teachers are to issue each student an individual written pass. Each pass is a privilege that a faculty member may or may not grant. Improper usage of hall passes will result in the offender being disallowed the privilege. Forgery or altering a pass in any way will result in strong consequences. Penalties will range from revocation of all privileges to suspensions.

**16. LOCKERS**-A locker is to be used to store books, book bags, supplies, and outdoor garments. Students are cautioned not to use lockers for money or other valuables. The school cannot assume responsibility for articles missing from lockers. Lockers should be locked. Beverage containers that have been opened will not be allowed to be kept in lockers. Each student will be held responsible for the condition of the locker assigned. If a locker/lock does not function properly, please contact the office. School authorities may inspect and search school property and equipment owned or controlled by the school, as well as personal effects left there by a student, without notice to or the consent of the student. **Students have no reasonable expectations of privacy in these places or in their personal effects left there.** School authorities may search a student and/or the student's personal effects in the student's possession when there is a reasonable ground for suspecting that a search will produce evidence the particular student has violated or is violating the law or the District's student conduct rule. If a search produces evidence that the student has violated or is violating the law or the District's policies of rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**17. LOITERING**-No loitering is permitted in the restrooms, hallways, and other designated areas at any time.

**18. NUISANCE ITEMS**-Due to the inherent dangers and potential disruption of items such as, but not limited to, roller blades, skateboards, squirt guns, yo-yos, laser pens, etc., are not permitted at school. Such items will be confiscated and returned at the discretion of the teacher and administration.

**19. OBSTRUCTION OF AN INVESTIGATION**-Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be

false, present a potential danger to student and staff safety. Violators will be subject to the Board of Education's penalties for misconduct.

**20. OFFICE PHONE USAGE**-Receiving messages at school- The phone in the office is a business phone. Any calls to parents because of sickness must be made in the office by the office staff. Please try to make appointments, bus plans, alternate car rides, etc. before your student leaves for school in the morning. **Messages are a disruption of class time and cannot be delivered except in the case of an emergency. In addition, student phone usage in the office will be limited. Daily calls for homework, band instruments, uniforms, extracurricular activities, etc. will be banned unless an unforeseen change occurs.**

**21. PRESENCE IN AN UNAUTHORIZED AREA**-some of the unauthorized areas to students are (but not limited to), teachers' lounge, faculty restrooms, etc., unless accompanied by a faculty member. After classes end for the day, students are not allowed in the building except for school related activities such as athletics, clubs, meetings, rehearsals, tutoring, and detentions.

**22. PROJECTILES**-The throwing of any snowball, stone, or other missile is prohibited.

**23. RESTROOMS**-Restrooms are available during the passing time, lunch period, and in *emergency* situations during class time.

**24. SEXTING**-Use of a cellular phone, video recording device, camera, or other electronic device for the purpose of creating, sending, sharing, viewing, receiving, possessing, or storing an indecent visual depiction of oneself or another person is prohibited.

**25. STUDENT LANGUAGE-STUDENT EXPRESSION**-The administration reserves the right to prohibit expression that may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions or actions that are considered obscene to minors, are libelous or slanderous, injures, harasses or invades the privacy of other people; or disrupts the orderly operation of the school.

**26. THEFT**-The pilfering, theft, or illegal possession of another's property, including school property, and/or the taking of money, books, or other property through the use of threats, force or coercion is prohibited.

**27. VANDALISM/CARE OF SCHOOL PROPERTY**-The willful destruction of school property or the property of another individual is prohibited. A student which disfigures, defaces or destroys school property will be required to repair the damage or provide full monetary restitution for the damage in addition to any other discipline that may be imposed per District policy. This includes the writing on desks/lockers and lost or damaged textbooks. Altering or disabling a security device is prohibited.

**28. WEAPONS**-Any student who is determined by school officials to possess, use, transfer, or control a weapon on any school grounds, in any school bus, at any school sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, except where such possession, use transfer, or control is necessary to a legitimate part of a bona fide school program or activity, may be expelled for a definite period of time not less than one (1) year and not more than two (2) years, except as provided below.

For the purpose of this rule, "weapon" shall include, but not be limited to:

- Any type of "firearm", as defined in 430 ILCS 65/1.1, whether loaded or unloaded. The School Code also prohibits firearms as defined by 18 USC & 921 (US Criminal Code) and 720 ILCS 5/24-1 (Illinois Criminal Code).
- Any type "ammunition", as defined in 430 ILCS 65/1.1.
- Any type of "explosive material", as defined in 225 ILCS 210/1003(b).
- Any type of knife-like weapon.

- Any type of Billy club, brass knuckles, metal stars, or metal pipes.
- Any object which substantially resembles any of the objects listed above.
- Any object that is actually used to cause bodily harm to another person, attempted to be used to cause bodily harm to another person, or used to threaten bodily harm to another person, such as pepper spray and mace.
- Any item determined by school officials to have possessed, used, transferred or controlled in violation of this rule will be retained by school officials, and turned over to either a parent or legal guardian of the student at the end of the year or to the police.

The minimum length of expulsion may, in the Board of Education’s discretion, be modified in an individual case. Factors taken into account in such a decision may include:

- The seriousness of the student’s conduct.
- The history or record of the student’s past conduct.
- The likelihood that the student’s conduct will affect the delivery of educational services to other students.
- The severity of the punishment.
- The interests of the student.

The possession and/or use of any kind of pocket knife are prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the office until the end of the year where it may be claimed by a parent or guardian. Any student who uses a pocket knife as a weapon to threaten or harm another person during the school day or at any school sponsored and/or related activities shall be subject to the Board of Education’s disciplinary penalties for misconduct.

## **SOCIAL NETWORK PASSWORDS**

The school may request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the school has reasonable cause to believe that the student’s social networking account contains evidence that the student has violated a school disciplinary rule or policy. (105 ILCS 110/3.10)

## **DESTRUCTION OF PROPERTY**

If a student loses, destroys, or damages school property of books, he/she will be expected to pay for the loss. The administration will place a fair amount on the damage and notify parents of the cost. This act can lead to disciplinary action in accordance with the point system.

## **DISPLAYS OF AFFECTION**

The Board of Education hereby finds and determines that excessive displays of affection may cause substantial disruption to the educational process. All excessive displays of affection, including kissing and fondling, are prohibited anywhere on the school campus or during any school-sponsored event.



## GENERAL DISCIPLINE

When a student commits an act of gross disobedience or misconduct as defined by the School Board, the student's right to an education may be temporarily withheld (105 ILCS 5/10-22.6). No governmental agency, such as a school, may deprive a student of rights without due process of law. A student is entitled to procedural due process and must be allowed to present a defense and explain the circumstances of the actions in question.

The basic difference in suspension and expulsion is as follows:

1. A suspension is not to exceed ten (10) school days. An expulsion is from eleven (11) school days to a maximum of two (2) school years.
2. The Board of Education, the Superintendent, a Principal, or an Assistant Principal may suspend a student; only the local Board of Education can expel a student.
3. A student may be **SUSPENDED** after an informal hearing; a student may be **EXPELLED** after a formal hearing.

## SUSPENSION

The following procedures apply to suspensions:

1. Prior to any suspension, a conference will be held during which the student will be given written or oral notice of the charges against him or her, as well as any evidence to support the charges. The student will have an opportunity to respond to the charges.
2. A pre-suspension conference is not required 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, a student may be suspended immediately, with notice and conference to follow as soon as in practicable.
3. Any suspensions shall be reported immediately to the student's parent or guardian by mailing a written notice. The District will also make reasonable efforts to notify the parent or guardian by phone prior to the beginning of the suspension. The parent or guardian shall be informed of the reason for the suspension, the length of suspension, and their right to a review of the suspension by the School Board.
4. Upon the request of the parent or guardian, a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At such a hearing, the student has the right to a lawyer at the student's own expense to question the person who made the decision to suspend to present evidence, to call witnesses, and to make a statement on his or her own behalf.
5. A record of the proceedings will be made and retained by the School District and provided to the student upon reasonable reimbursement of incurred expenses.
6. If the suspension decision is reversed, all references to it in the student's records will be removed, and the School will give the student assistance necessary to make up missed school work.

## TYPES OF SUSPENSIONS

- 1. Temporary removal from an individual class: If a student is disobedient or disruptive, the pupil may be removed from the class temporarily.** The student will be assigned to another setting during the class period (usually the office). The student reports to all other classes. The student receives homework assignments and may participate in make-up tests. No parent notification is required and no appeal is authorized. In certain situations, a student may be taken home if the continued presence of that student (in the opinion of the administration) will continue to be substantial disruption in the school.
- 2. In-school suspension (directed study): Most district students who are suspended will be assigned to a “directed study” area, as determined by the administration.** Parental notification and due process will be given. During the period of in-school suspension, they will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises, except during the school hours. The student is expected to complete all assignments missed due to the suspension, including tests on a daily basis as required by the teacher. Use of electronic devices will be prohibited. Work must be completed manually.
- 3. Out-of-School suspension: A student may be suspended for up to ten (10) school days for acts of gross misconduct and/or persistent disobedience.** Parental notification and due process are required. During the suspension the student will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises during the period of suspension. This includes weekend events, if applicable. Work is allowed to be made up for 68% of what is earned. The parent or guardian is responsible for obtaining the make-up work for the student. Teachers will bring assignments to the office daily. All work is to be turned in to the office immediately upon arrival when returning from the suspension. Anything not turned in to the office upon arrival will result in a zero grade.

## EXPULSION

The following procedures apply to expulsion.

1. The student and the student’s parents will be notified of the expulsion and requested to appear at a School Board meeting to discuss their child’s behavior. The request shall be made by registered or certified mail and shall state the charges for dismissal (i.e. specific acts of misconduct), and the date, time, place, and purpose of the School Board meeting. The expulsion will not take place until after the School Board meeting.
2. At the hearing by the School Board, the student has a right to a lawyer at the student’s own expense, to question the person who made the recommendation to expel, to present evidence, to call, question, and cross-examine witnesses, and to make a statement on his/her own behalf.
3. A record of the proceedings will be made and retained by the School District and provided to the student or representative upon request and on a reimbursable basis.

In the interest of helping students, the School District may assist in providing or locating alternative educational opportunities for the suspended or expelled student. These opportunities may include alternative school settings. The Illinois State Board of Education provides information and assistance to school districts and students interested in educational alternatives within a school or off campus.

## OTHER DISCIPLINE ALTERNATIVES

Other discipline measures which can be taken by teachers and/or appropriate administrative personnel include, but are not limited to the following: (1) verbal reprimand, (2) parent conferences, (3) time out, (4) detention (lunchtime or after school), (5) loss of driving privileges, (6) withdrawal of privileges (including banishment from extracurricular activities), (7) behavioral contract, (8) peer counseling, (9) referral to counselor, (10) referral to social worker, (11) special assignments, (12) referral to police liaison officer, (13) rearrangement of class schedules, (14) directed study (in-house suspension), (15) restitution, (16) seizure of contraband, and (17) mandatory counseling.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. District employees are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

## DETENTIONS

Junior/Senior High detentions will be served during lunchtime or after school. Lunchtime detentions may be served the day of the incident; however, the date of the detention and reason will still be mailed home. Any staff member is authorized to write a Disciplinary Referral (D.R.), which may result in disciplinary action. **Failure to serve properly may result in more serious consequences. For example, refusal to serve lunchtime or after school detentions may result in an in-or-out-of-school suspension. In case of illness, the detention will be served on the next school day.**

### The rules to follow for detention are:

1. Students may not bring food or drink to detention.
2. During lunchtime detention, students will be served 1 hot lunch with white milk. No condiments, salt/pepper, or seconds are provided in lunch detention.
3. Sit in the seat assigned by the detention supervisor.
4. Bring enough material to keep busy the entire time. Failure to do so may result in rescheduling with additional detentions or in work tasks being assigned, or more serious consequences such as after school detention, or an in-or-out-of-school suspension.
5. No communicating with other students in detention.
6. No laying head or propping feet onto any desk or chair.
7. Follow all directions from the supervising teacher.
8. Students may be required to complete a reflective writing for each incident before completing the detention.
9. Lunch may be served after all other students have gone through the line.
10. Elementary students will serve after school detentions from 3:15-3:45 p.m. on selected days. Junior/Senior High School will be served for one hour after school on the assigned day(s).
11. Use of electronic devices will be prohibited. Work must be completed manually.

***In addition to the detention rules, the monitor may impose additional criteria to be followed.***

## SUBSTANCE USE/ABUSE POLICY

### RULES OF CONDUCT

Possession and/or use of any drugs, alcohol, tobacco, tobacco products or other intoxicants, as well as the possession, use, delivery, control of alcohol, drugs, drug paraphernalia, look-alike drugs, drugs prescribed for another, or other intoxicants is prohibited in any school context. This could include, but not limited to, the school grounds, the regular school program; a school sponsored activity including activities, which occur away from Northwestern Junior/Senior High School. It also includes other context clearly related to school functions, such as activities, which occur adjacent to school property, or school sponsored activities. These activities can occur before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school sponsored activity. Any student found in violation of this policy will be suspended for up to ten (10) school days per incident and will be subject to additional disciplinary actions including possible expulsion from school and all school activities (athletic participation and attendance, dances, prom, trips, and other activities deemed by the administration for one calendar year).

### Definitions

- A. **Tobacco.** For purpose of this policy, tobacco will mean cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked. (including electronic cigarettes or e-cigarettes)(Source: P.A. 86-821; 86-1028).
- B. **School Purposes.** Includes, but is not limited to, all events or activities or other uses of school property that the school board or school officials authorize or permit on school property, including, without limitation, all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate. (Source: 105 ILSC 5/10-20.5b).
- C. **Drugs.** Unless the context requires otherwise, the word “drugs” includes substances containing alcohol and/or mind altering drugs and substances recognized as drugs in The Physicians’ Desk Reference, Official United States Pharmacopeia, Official Homeopathic Pharmacopeia of the United States, or Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word “drugs” also includes substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.
- D. **Drug Paraphernalia-Possession Of.** “Drug paraphernalia” means all equipment, products, and materials of any kind that are peculiar to, marketed for, used in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician. Examples shall include, but not be limited to cigarette papers, pipes, holders of smoking materials of all types, cigarette rolling machines, and other items designed primarily for smoking or ingestion of tobacco products or of substances made illegal under any statute or of substance whose sale, gift, barter, or exchange is made unlawful under the Tobacco Accessories and Smoking Herbs Control Act, 720 ILSC 685.
- E. **Possession.** Any student who has possession or control of any alcoholic beverage, marijuana, and controlled substance other than as prescribed by a physician for that

individual, any other intoxicating substance, any “look-alike” intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. The term “possession” as used herein is defined to include the use of the student’s person, clothing, supplies, or automobile as well as school lockers, desks, or other school property for the storage of illegal substances.

- F. **Delivery.** Any student, who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia will be subject to disciplinary action. Delivery means a person’s immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment of other consideration.
- G. **Look-Alike.** A “look-alike substance” is a substance, which by dosage unit, appearance including color, shape, size, container and/or packaging, markings, or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or an illegal/controlled substance.
- H. **Under the Influence of Drugs.** A student is under the influence of drugs if his behavior or character is modified in any degree as a result of the ingestion, inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed “drunk” or “drugged” to be under the influence of drugs.
- I. **Using Drugs.** A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any school context.

## **PROCEDURES FOR REVIEW OF ELECTRONIC RECORDINGS**

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Administrator, including the Building Principal, Transportation Director, bus driver, and coach or other supervisor. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

## **PROCEDURES FOR SEARCHES**

### **INTRODUCTION**

The Principal or Designee may properly conduct or authorize a search of a student at Northwestern Junior/Senior High School, on the property, or on the school bus when the purpose of that search is to maintain the safety and discipline of the student body or to promote the orderly functioning of the educational environment. Searches will only be conducted for evidence of violations of law or Northwestern Junior/Senior High School expectations.

1. **Reasonable Cause-**Any search of students will only be conducted when a staff member has reasonable suspicion that the search will produce evidence that the student has violated or is violating with the law or District rules of student conduct, based on one or more of the following:

- a. Reliable reports or information from credible sources made known to school staff. If the source is anonymous, the information must show that the informant has a relationship to the school or student so as to give it credibility.
- b. Suspicious or evasive behavior suggesting violation of a school policy or law, or concealment of contraband, weapons, or stolen property.
- c. Observation of a student engaging in prohibited conduct or suspected prohibited conduct.
- d. Verbal statement of the student that he or she has a weapon/contraband or intends to harm students or staff with a weapon.
- e. The return of a student after having run away from the building and suspicion that the student went to a location where a weapon or other prohibited item would be available.

The Northwestern Junior/Senior High staff may also take into account the student's disciplinary history in the development of reasonable suspicion.

2. **Justifying the Procedure-** The scope for the search conducted must be reasonable related to the objective sought and the evidence searched for. The search shall follow the step-by-step process outlined in the Northwestern Junior/Senior High School Procedure. In determining if the search is related to the objectives sought, Northwestern Staff will consider:
  - a. The nature and severity of the violation to determine the permissible amount of intrusion into the student's privacy rights.
  - b. The area to be searched so that it will be no more extensive than required to serve Northwestern legitimate objectives.
  - c. The time and place where the search is conducted so that it will be as close as possible to the time and place of the suspected violation.
  - d. The duration of the search so that it will be no longer than to serve the school's legitimate objectives.
3. **Locker and Desk Searches-** Searches of lockers, desks, storage spaces, and other property owned by Northwestern School District #2 may be conducted at any time, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these areas.
4. **Searches of students and their Personal Belongings-** A search of a student and his/her personal belongings, including vehicles, will be conducted with reasonable cause and according to the Northwestern outlined procedures.
5. **Surveillance-** Surveillance shall only be conducted in hallways, classrooms, school buses, and other areas open to the public view where the students are permitted.
6. **Random Sweeps-** Random sweeps will only occur in cases of emergency where special circumstances require immediate action to avoid danger to persons or property.
7. **Police Involvement-** Police involvement shall be sought whenever Northwestern Officials uncover evidence of a violation of state law or when officials deem such involvement necessary or helpful in maintaining school or bus safety. The standard for a search or seizure by police is probable cause.

## **SEXUAL HARASSMENT**

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of the student's academic status; or
2. Has the purpose of:

- a. Substantially interfering with a student’s educational environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile”, and offensive, “include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

### **DISTRICT NONDISCRIMINATION COORDINATORS**

Mr. Patrick Bowman, District Office  
 30953 Route 111  
 Palmyra, Illinois 62674  
 217-436-2442

Mrs. Brandi Maxedon, Jr./Sr. High  
 30889 Route 111  
 Palmyra, Illinois 62674  
 217-436-2011

### **TEEN DATING POLICY**

According to (105 ILCS 110/3.10) The Northwestern School Board policy has adopted a policy stating teen dating violence is unacceptable and prohibited and each student has the right to a safe learning environment.

### **DRIVING**

Students’ driving to school is a privilege and will be treated as such. By the fact that a parent permits his/her child to drive, the school will assume no responsibility for a student’s driving habits or motor vehicles. Students will be expected to abide by the following rules:

1. An authorization/registration form signed by the student and parent/guardian including a copy of current proof of vehicular insurance must be on file in the office before parking tags will be issued. This registration form must list **ALL** vehicles that the student might drive.
2. A vehicle tag is required for parking on campus and must be purchased yearly in the office. This tag must be clearly visible within the designated area.
3. Students will exercise extreme caution when operating a motor vehicle on school property. Speed limit- 10 miles per hour on school property.
4. Upon arrival at school, the vehicle is to be parked and locked, and must remain so until the end of the day. **Students must leave cars as soon as they park and not return until school is dismissed.**
5. Students will be assigned a numbered parking space.
6. Student parking is in the **main lot only**, not in the circle drive, the north end of the building, by the dumpster, or the tin shed.
7. Students **must** yield to buses.
8. Only students going north may use the north exit.
9. Violation of Student Handbook rules will result in point’s assessment and may result in the loss of driving privileges and/or revocation of parking privileges.

10. Refer to number four under Procedures for Searches (p.24). Violations of any of these rules can and will result in the loss of driving privileges or vehicle being towed at the owner's expense.

## EXTRA-CURRICULAR MISCONDUCT

While participating in extra-curricular activities (either as a participant or as a spectator), students will adhere to Northwestern Community Unit School District No. 2 Discipline Code as well as all federal, state and local laws. Student misconduct during extra-curricular activities may be handled similarly to misconduct taking place during school hours on district premises.

Appropriate disciplinary measures may be taken by the sponsor/teacher/coach as well as referrals to the administration for disciplinary action in the event of misconduct. This may cause the student to be removed from extra-curricular activities and/or positions of leadership (e.g., Student Council, FFA, etc.).

Students and parents are reminded that participation in activities is a privilege. Students must assume responsibility for their behavior during their participation and abide by any rules and codes as may be implemented. Student misconduct will result in points being assigned and may result in the student's temporary or permanent removal from extra-curricular activities.

At the conclusion of a game or extra-curricular activity, students are expected to depart the premises in a timely manner. Students who do not depart in a timely manner may be banned from future extra-curricular activities or events.

## STUDENT DRESS AND GROOMING

Students will be expected to abide by the following policies that are designed to create an environment conducive to learning.

All students in the Northwestern District, grades K-12, are expected to wear clothing in a neat, clean and well-fitting manner. Students are to use discretion in their dress and are not permitted to wear apparel that is distracting or obscene. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere or disrupt the educational environment or process.

- Dress and grooming shall not be contrary to curriculum goals and/or educational objectives or advertise, promote, or picture alcoholic beverages, illegal drugs, or illegal or violent behavior.
- Dress and grooming including accessories shall not display lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols.
- Bare shoulders, bare backs and bare midriffs are unacceptable. All attire is required to have a neckline, which does not show the chest or cleavage area.
- All tops/shirts must have sleeves. The following types of tops (but not limited to) are not permitted: halter tops, tube tops, tops with spaghetti straps, and tank tops which violate the conditions stated in the opening of this dress code.
- Severely ripped clothes and pajamas are inappropriate for school and are not allowed. No holes causing skin to be visible. No tights underneath of ripped clothes to cover skin.
- Clothing made of fishnet fabric is not permitted.
- Hemlines may not be any shorter than mid-thigh (finger-tip length). **No Soffe shorts.**
- Ragged hemlines or cut off hemlines that drag shall not be worn in the buildings.



- Properly fitting clothing is to be worn. Undersized, oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waist. Sagging is prohibited.
- Appropriate footwear must be worn at all times.
- Roller blade type shoes are prohibited.
- Coats, sunglasses, and head apparel (hats, bandanas, scarves, etc.) shall not be worn in the buildings during the school day. No book bags, bags, or purses shall be carried throughout the buildings during the school day. These items are to be locked in student lockers.
- Pierced jewelry other than earrings worn in the ear shall not be worn.
- Chains are prohibited.
- Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times.

**Students who violate this Dress Code will be required to immediately change into attire previously approved by administration. Failure to comply will result in designated consequences. They will not be excused during the time that it takes to be in compliance with the Dress Code. Interpretation will be the responsibility of the Building Administrator(s). These rules apply to all student activities and transportation under the direction of the school. The following point system reflects all student activities in the same manner.**

## **JUNIOR HIGH AND HIGH SCHOOL**

### **MISCONDUCT/POINT SYSTEM**

<i><b>Point</b></i>	<i><b>Discipline</b></i>
5	1 lunch detention
10	2 lunch detentions
15	1 after-school detention
20	2 after-school detentions
25	In-school suspension (1-3 days)/Bus Suspension
30	In-school suspension (1-3 days)/Bus Suspension
35	In-school suspension (1-3 days)/Bus Suspension
40	Saturday School (In-School Suspension 3-5 days)
45	Saturday School (In-School Suspension 3-5 days)
50	Saturday School (In-School Suspension 3-5 days)
55	Saturday School (In-School Suspension 3-5 days)
60	Out-of-school suspension (1-10 days)
65	Out-of-school suspension (1-10 days)
70	Out-of-school suspension (3-10 days)
75	Out-of-school suspension (3-10 days)
80	Out-of-school suspension (5-10 days)
85	Out-of-school suspension (5-10 days)
90	Out-of-school suspension (5-10 days)
95	Out-of-school suspension (5-10 days)
100	Out-of-school suspension with Disciplinary Probation
120	Out-of-school suspension with recommendation For alternative school placement or expulsion

**5 point violations**

Abuse of Hall Pass  
Cell Phone Violation  
Dress Code/Appearance  
Excessive Talking in Class (repeated incidents)  
Gambling  
In Parking-lot without permission  
Parking violation  
Leaving lunch area without permission  
Leaving school without permission/not signing out  
Not bringing materials to class (repeated incidents)  
Obscenity  
Projectiles  
Public Display of Affection  
Sleeping in Class (repeated incidents)

**10 point violation**

Class dismissal  
Disrespect toward staff  
Disruptive behavior/Mischief  
Forgery  
Graffiti/Minor vandalism  
Lunch room violation  
Lying to faculty/staff/administration  
Not returning to class after activity

**15 point violation**

Computer misuse  
Misconduct under substitute teacher  
Unsafe driving in parking lot  
Gang/satanic graffiti/symbols/signing  
Rough housing  
Cheating/plagiarism

**25 point violation**

Disruptive devices  
Truancy

**30 point violation**

Defiance of authority  
Fighting  
Possession/use of tobacco products  
Theft  
Theft/vandalism of less than \$150.00

**40 point violation**

**Gesture/Obscenity toward staff**

**Harassment of student**

**Intimidation of student**

**Bullying**

**60 point violation**

**Threat/intimidation/harassment toward staff**

**Theft/vandalism of \$150.00 or more**

**Zero Tolerance**

**Drug/Alcohol abuse, etc.**

**Assault/Battery of Staff member**

**Weapons possession/Use**

**False Fire Alarm**

**Bomb Threat**

**Explosive Devices**

**Gross Disobedience or misconduct**

## **MISCONDUCT POINT SYSTEM GUIDELINES**

**35 points-** Discipline Warning Letter will be sent home.

**55 points-** Required Parent Conference. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *55 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the *school counselor/social worker*. The purpose of this conference is to develop a plan so the student can be successful in school.

**75 points-** Required Parent Conference. If a senior, the student will be unable to go on the senior trip. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *75 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the school *administrator*. The purpose of this conference is to develop a plan so the student can be successful in school.

**100 points-** The student will be placed on School **Disciplinary Probation**.

1. A student that accumulates **100** misconduct points or violates the policies of the Board of Education concerning misconduct may be placed on **School Disciplinary Probation** by a school administrator.
2. A student placed on probation shall be required to abide by the school's rules on tardiness, attendance, behavior, and such other specific conditions of the probation as may be established.
3. If the student fails to abide by the conditions of his or her probation or reaches **120** misconduct points, he/she may be subject to Alternative School Placement or an Expulsion hearing before the Board of Education.
4. While a student is on **School Disciplinary Probation** he/she will have the opportunity to contract with his/her teachers and the administration to eliminate misconduct points.
5. While on **School Disciplinary Probation** the student will not be allowed to attend any after school extra-curricular activities home or away.

**120 points-** When a student accumulates **120** points under the misconduct points system, the student will be recommended for expulsion or alternative school placement. The length of the expulsion or the option of alternative school placement will be determined on a case-by-case basis.

**Points may be earned back through an approved behavior contract with both the teacher and administration.**

### **SATURDAY SCHOOL GUIDELINES**

Saturday School is intended to provide an alternative to the suspension of a student out of school. Students will receive a three hour (8:00 a.m.-11:00 a.m.)Saturday School assignment. The student will be expected to bring enough work to keep them busy during the time assigned. **If a student does not attend Saturday School, does not bring work for the time assigned, or is sent out for behavior, he/she will be suspended out of school for two days with no credit given except for major works.** This out of school suspension will be for the two days of school immediately following the Saturday School. The second time a student chooses not to attend an assigned Saturday School; he/she will be assigned three days out-of-school suspension and will no longer be assigned Saturday Schools for the remainder of the semester. Once a student has failed to successfully complete two assigned Saturday Schools during a semester, inappropriate behaviors that would normally result in Saturday School assignment will result in an out-of-school suspension. **STUDENTS WHO ARE ABSENT ON FRIDAY ARE STILL EXPECTED TO SERVE ANY ASSIGNED SATURDAY SCHOOL.**

The rules and procedures for Saturday School are as follows:

1. Students will be given two school days' notice before serving Saturday School so they can make necessary arrangements.
2. Students should report to the high school commons by 7:50 A.M. on the day assigned.
3. If a student is late, he/she will not be admitted.
4. Students will be seated by the supervisor.
5. Students will be given a short break at 10:00 A.M.
6. Food, drinks, electronic devices such as I-Pods and laptops are not permitted. Cell phones should be powered off.
7. Sleeping is not allowed.
8. The supervisor has the responsibility to maintain regular classroom discipline. A student may be sent out of Saturday School for violation of rules or procedures. If a student is sent out of Saturday School, he/she will serve a 2-day out-of-school suspension.
9. Saturday Schools are expected to be served even though a student might be assigned out-of-school suspension during the same time period.
10. Students attending Saturday School are expected to follow the School Dress Code and follow all other student handbook policies.
11. If school is cancelled on the Friday before Saturday School due to snow day etc., then Saturday School will be cancelled as well and will be rescheduled.

### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

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 District shall comply with the Individuals with Disabilities Education Improvement Act and the Illinois State Board of Education’s special education rules when disciplining special education students. No special education student will be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## GRADING SYSTEM-HIGH SCHOOL

In September of 1998, Northwestern High School changed to a weighted grading system. Under this system a student can receive extra grade point value for certain “honors” classes. These grade points are used to calculate class rank, grade point average and honor roll. They do not affect credit given in anyway.

Students wishing to enroll in honors classes must have at least a 3.0 cumulative grade point average.

Honors Class	Regular Class	Honors Class	
A 5.0	4.0	Biology II	U.S. History CP
B 4.0	3.0	Spanish II, III, IV	Psychology
C 3.0	2.0	Chemistry II	Advanced Math
D 2.0	1.0	Algebra II	Physics
F 0.0	0.0	English IV CP	Calculus

## CREDITS AND CLASSIFICATION

<b>Sophomore</b>	5 Credits	<b>Junior</b>	12 Credits	<b>Senior</b>	19 Credits
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## GRADUATION REQUIREMENTS

*Students must complete at least 7 semesters prior to graduation.*

English I	1 credit	Consumer Ed/HRM	.5 credit
English II	1 credit	Computer Application	1 credit
English III	1 credit	Driver’s Education	.5 credit
English IV	1 credit	Health	.5 credit
Three years of Math	3 credits	P.E. (3 years)	3 credits
U.S. History	1 credit	Electives	8 credits
Constitution Test	Pass	Freshman Seminar	1 credit
Additional Soc. St.	1 credit	Learning Strategies	1 credit
Biology I	1 credit	Band, Art, Foreign Language	
Physical Science	1 credit	or Vocational Education	1 credit

**Required total credits 26 credits**

## ADD/DROP CLASS

Students will be allowed to request in writing to drop or add a class up to the completion of the third day of the semester. All changes must have administrative approval. Students dropping a class after this period will receive a failing grade for the semester. The administration reserves the right to make exceptions to the policy on a case-by-case basis.

## SEMESTER AND FINAL EXAMS

All Northwestern Junior High students are required to take both first and second semester exams in each of their classes. High School requirements are as follows:

1. All students, **including Seniors**, must take first semester exams.
2. Seniors who's PSAE test scores Meet or Exceed the Illinois Learning Standards for a particular subject area may elect to be excused from that subject's first semester final.
3. Any senior participating in early graduation may be required to take semester exams.
4. Students with an "A" average\* in a class and no more than 3 days excused absences **for the entire year**, or "B" average\* and no more than 2 days excused absences **for the entire year** may elect to be excused from taking the second semester exam. Students starting a new class 2<sup>nd</sup> semester must have an "A" average\* and no more than 2 days excused absences or a "B" average\* and no more than 1 day excused absences to be exempt from the final exam. Any student with 1 or more unexcused absences will be required to take the final exams. \*the average will be calculated using 50% 1<sup>st</sup> Semester (Q1, Q2, and Semester Exam) and 50% 2<sup>nd</sup> Semester (Q3, Q4).
5. Any student not required to take an exam may elect to take the exam to raise their score. If the exam does not raise their score, the student may choose to disregard the exam score.

*The campus will continue to be closed during the exam periods as it is during the year. This means that students will not be allowed to leave the building without prior administrative approval. Exams are scheduled on a two-period basis for each class with each day having four exam periods possible. Semester and final exams count for 15% of the grade for all Northwestern Junior and Senior High School students.*

## JUNIOR HIGH PROMOTION-RETENTION

Junior High School students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria: **Grades 7-8:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained. Final course grades are determined by averaging the 2 final semester grades (sum of final grades for S1 + S2 divided by 2).

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **DANCES**

The student body at Northwestern has the opportunity to attend several dances during the year. The dress code for most dances will be casual with the exceptions of Homecoming (semi-formal) and Prom (formal). Northwestern students must register any out-of-school date with the office prior to the dance. In addition, all dances are grade level specific; meaning if it is a high school dance, no junior high students will be allowed to attend. The Board has also approved the use of a breath analyzer at all dances. The procedure for this is as follows:

1. All Northwestern students and their guest entering the dance area will submit to testing. Students should arrive in a timely manner; the breath analyzer is available for only one (1) hour after the doors open.
2. Any non-Northwestern person attending the dance as a date, regardless of age, will submit to testing. Refusal will result in denial of entrance to the dance.
3. Students not passing the test will be detained for parent pick-up and face school and/or legal discipline measures.

Other Regulations:

4. No one can leave the building and expect to return to the dance.
5. Students who are absent from school on the day of the dance, (or the last school day before the dance) for any reason (illness, suspension, expulsion, etc.) are not permitted to attend unless they have received prior permission from the administration.
6. Students who misbehave during the school year (as determined by the administration) may be banned from extra-curricular events and activities, including dances.
7. The sponsoring club or organization must clean up after the dance and put tables and chairs back in proper order before the time of the next scheduled class in the gym.
8. All dances must be placed on the school calendar and approved by the principal.
9. All school dances are considered to be an extra-curricular activity. Students must obey the discipline rules as listed in other parts of the student handbook.
10. The administration must OK all outside guests to student only dances.
11. Refer to number six (6) under Student conduct (p.16).
12. Dance guests 21 years and older need proof of a background check at the individual's own expense and it must be submitted to the High School Office one (1) week prior to the dance.

## **EDUCATION TO CAREERS (SCHOOL TO WORK)**

Some seniors (also juniors with prior administrative approval) may participate in our school-to-work program. Prior approval of the program director and documented employment are required. The school-to-work program is for 7<sup>th</sup> and 8<sup>th</sup> periods only.

## SENIOR TRIP

The year-end senior trip is a privilege, not a property right. Students who choose to display misbehavior during the school year are in jeopardy of losing the privilege of participating in the trip. Seniors who do not attend the senior trip are expected to attend school during the senior trip. A senior who is not achieving a 77% semester average and a 77% quarter average at the mid-term of the 4<sup>th</sup> quarter in a class which is required for graduation will not be allowed to participate in the senior trip. A senior with graduation in jeopardy or who has reached 75 points or more level on the discipline system, will not be allowed to participate in the senior trip. **Students who move into the district in the 2<sup>nd</sup> semester of their senior year may be subject to an increased fee to attend the senior trip. In addition, any senior with more than three (3) days of unexcused absences (8 periods of unexcused absences equal one full day of absence) or more than 6 tardies will NOT be eligible for the senior trip regardless if a deposit has been made. Trip deposits will not be refunded.**

## COMMENCEMENT DRESS CODE

Shorts, “flip-flops” and other attire deemed inappropriate by the administration will result in exclusion from commencement ceremonies.

## EXCLUSION FROM COMMENCEMENT

A student may be excluded from commencement for any or all of the following reasons:

1. Failure to abide by the commencement dress code.
2. Any inappropriate displays/behavior during the last week of school.

## ATHLETIC & EXTRA-CURRICULAR

When a student becomes a member of a team, club, and/or organization, it is both an **honor** and a **privilege**, and carries the responsibility of a leadership role. The student becomes very visible as a representative of the Northwestern School District and must represent him/herself in an exemplary manner. The student is therefore responsible for the following rules listed under the extra-curricular guidelines:

## EXTRA-CURRICULAR EXPECTATIONS AND PHILOSOPHY

The purposes of extra-curricular programs are to provide students with the opportunity to experience wholesome activities on an interscholastic level. From their participation, students should gain a sense of commitment, dedication, and demonstrate high standards of morality, attitude, and conduct. Extra-curricular activities are sponsored to help increase the overall educational experience of students in the Northwestern schools. Participation in extra-curricular events is considered a privilege.

## STUDENT RESPONSIBILITIES

Students involved in extra-curricular activities, whether as participants or spectators, are representing themselves, their family, their school, and the community when attending an extra-curricular event. They are expected to maintain a high standard of responsibility at these activities.

Students involved in extra-curricular activity will:

1. Display good sportsmanship.
2. Display a high standard of conduct.



3. Demonstrate respect for authorities/teachers, coaches, officials, and sponsors.
4. Display a spirit of cooperation.
5. Maintain a neat appearance when representing Northwestern School District.
6. Use appropriate language.
7. Abide by all school rules.

## COACHES

Coaches/Sponsors of Northwestern teams will:

1. Travel to and from all events with their players.
2. Supervise players before, during, and after practices and games.
3. Complete pre and post season inventories of all equipment and supplies.
4. Schedule all practices and games through the athletic office.
5. Excuse absences from practice or games due to player's religious obligations, medical appointments, funerals, or family emergencies.
6. Behave in an exemplary manner at all practices and games.
7. Complete any other duties as specified by the athletic director.

## SCHOOL FACILITIES/EQUIPMENT

All students are expected to maintain facilities and equipment in an orderly manner. Clean up after each use and leave the area looking as good as or better than it was found.

All equipment must be turned in before the athlete may begin practice for the next sport, receive report cards, or athletic awards. If equipment is not turned in, the athlete will be billed and/or law enforcement called.

## TRANSPORTATION

Students are required to ride to and from events with their coaches and teammates, *with the exception that* a student's parent or guardian may sign a student out at the event to ride home with the student's parent or guardian. Failure to abide by the requirements above is considered Defiance of Authority which is a 30 point violation.

For the Northwestern co-op practices and events, transportation will be provided when a driver is available.

## PRACTICE

Athletes are required to attend all practices during the season. If the student does miss, he/she must tell the coach before the practice missed. Medical appointments, religious obligations, funerals, or family emergencies are exceptions. Appointments for personal convenience (i.e. shopping, hair, work) **will not** be excused. The following sequence may be used when an unexcused absence from practice occurs:

- 1<sup>st</sup> Athlete is suspended for one quarter of the next game.
- 2<sup>nd</sup> Athlete is suspended from one game.
- 3<sup>rd</sup> Athlete is removed from the team.

## ELIGIBILITY

The following list is a guide as to what will be expected of student athletes and cheerleaders at all times:

1. In accordance with the IHSA/IESA policies, Northwestern will determine eligibility using a “no pass, no play” procedure. Participants are required to pass in all classes in order to be eligible for extra-curricular activities.
2. Grades will be checked on a weekly basis with the Athletic Director retrieving grades from the computer system on Thursday afternoon and the coach being notified on Friday of any player being academically ineligible. The grade used to determine eligibility would be the grade received if the semester ended on that day. Ineligible students will be held out of all contests from the following Monday through Sunday. Exception: Athletes cooping at Greenfield will follow Greenfield’s ineligibility timing. When athletes are ineligible because of grades, they are not allowed to dress for games or leave early to get ready for a game. It is the coach’s decision whether or not the athlete sits on the bench.
3. During the sports season any student who is academically ineligible will be allowed to practice but cannot participate in a competition.
4. If a student is ineligible or suspended from a game and he/she attends school that day, the student may be required to attend the game and sit with the team at the coach’s discretion. If a student is absent from school or the game due to illness or any other excusable reason that game will not count as the suspended contest.
5. If a student misses any part of the last four (4) periods of the school day because of illness or an unexcused absence, the student will not be allowed to participate in any team activity that day.
6. In order to participate in an interscholastic activity, students must complete the following prior to the first practice:
  - A. Have a current (less than one year old) record of a physical examination on file in the school office.
  - B. Have a current (present school year) signed student/parent insurance waiver form on file in the school office.
  - C. Have paid the activity fee per board approval.
  - D. Have a completed Photo form.

Failure to comply with any of the above criteria shall give the administrator, coach, or sponsor of said sport or activity the authority to release the participant for any number of games and/or extra-curricular activities.

## ATHLETIC PROGRAMS

Athletic programs, which may be offered at Northwestern Junior-Senior High School, are:

### Junior High Sports

Cheerleading  
Boys Basketball  
Volleyball

### High School Sports (With Greenfield)

Cheerleading  
Baseball  
Softball  
Football  
Girls/Boys Track  
Girls/Boys Basketball  
Volleyball

## **ATHLETIC EQUIPMENT USE**

Athletic equipment should not be worn in gym classes or elsewhere, other than in regular athletic contests or scheduled practices, unless directed by the Coach.

Athletes are responsible for all equipment and clothing issued to them or entrusted to them for their use. Damages or lost articles must be paid for a replacement cost.

## **GROOMING**

Athletes must wear their hair in a proper length that will not interfere with their safety and/or IHSA (IESA) regulations.

## **STUDENT/ATHLETE RULES OF CONDUCT**

All students/athletes must adhere to the rules and regulations of the *Extra-curricular Guidelines* that will be distributed and signed by parents and students prior to each season.

## **ATHLETIC PARTICIPATION FEE**

During the school year, all athletes must pay a participation fee. Co-op participation fees will be paid to the host school. The cost of the participation fee is \$35 for Jr. High Cheerleading, \$40 for Jr. High Basketball and \$40 for Jr. High Volleyball.

If the athletic participation fee cannot be paid and the student wishes to participate in a sport, he/she should contact the Athletic Director or Principal.

No athletic participation refunds will be given after the first official practice.

## **INSURANCE**

Students are covered against medical expenses for accidental injuries that occur while attending regular school sessions and participating in activities exclusively organized, sponsored and supervised by school employees, except for tackle football.

This coverage is provided as secondary insurance to parents and students in the local district. There will be no charge for the coverage as long as no additional expense is incurred for the plan by the district.

Certain exclusions and limitations will apply; even if a student/family already has insurance protection, the student accident coverage can help fill the gaps in the coverage left by deductibles or coinsurance payments. Applications for benefits are available in each school's office. The district assumes no responsibility for any accident or for the filing of claims. Claims must be filed immediately after an accident by the student/parent.

Co-op athletes must follow the Greenfield-Northwestern Athletic Co-op insurance guidelines.

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its

branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance form a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **EXTRA-CURRICULAR GUIDELINES**

- I. The major offense includes use or possession of alcoholic beverages, tobacco, drugs, narcotics, or hallucinating agents.

**OFFENSES & ACTIONS:**

**BOYS & GIRLS SPORTS**

FOOTBALL  
 FB CHEERLEADING  
 SOFTBALL  
 BASEBALL

VOLLEYBALL  
 BASKETBALL  
 BB CHEERLEADING

TRACK

**ALCOHOL**

1 <sup>st</sup> Offense	2 Games	4 Games	2 Meets
2 <sup>nd</sup> Offense	6 Games	12 Games	6 Meets
3 <sup>rd</sup> Offense	(1) Calendar Year Suspension		

**ILLEGAL DRUGS**

1 <sup>st</sup> Offense	6 Games	12 Games	6 Meets
2 <sup>nd</sup> Offense	(1) Calendar Year Suspension		

**TOBACCO**

1 <sup>st</sup> Offense	½ Game	1 Game	½ Meet
2 <sup>nd</sup> Offense	2 Games	4 Games	2 Meets
3 <sup>rd</sup> Offense	Rest of Season		

### **OTHER EXTRA-CURRICULAR ACTIVITIES**

In addition to the athletic programs listed above, the following extra-curricular activities will abide by the extra-curricular guidelines.

National Honor Society	Student Council	JH Service Club
HS FFA	FCCLA	JH FFA
Library Club	Drama Club	Science Club
Annual Staff	Spanish Club	Flags
Band Activities	Various Clubs	

**ALCOHOL**

1 <sup>st</sup> Offense	No participation in next 2 activities
2 <sup>nd</sup> Offense	No participation in next 4 activities

**ILLEGAL DRUGS**

- 1<sup>st</sup> Offense No participation in activities for 1 Semester
- 2<sup>nd</sup> Offense Suspension from Student Council from 1 year

**TOBACCO**

- 1<sup>ST</sup> Offense No participation in next activity
- 2<sup>nd</sup> Offense No participation in next 3 activities
- 3<sup>rd</sup> Offense Suspension from Student Council for 1 year

**ANY ALCOHOL, ILLEGAL DRUG, OR TOBACCO OFFENSE WILL RESULT IN ANY OFFICER LOSING HIS OR HER CURRENT POSITION.**

II. If the offense occurs in a season, the disciplinary action will be carried into the next season proportionately. This will be a season the athlete must compete. If the student athlete is out of season, she/he will have the option to substitute the following punishments. This does not apply to the in-season athlete. This applies to all activities, not only sports. **This is for the 1<sup>st</sup> offense only.**

**ALCOHOL**- 20 hour’s school service or 4 weeks extra-curricular suspension.

**ILLEGAL DRUGS**- 40 hour’s school service or 6 weeks extra-curricular suspension.

**TOBACCO**- 5 hour’s school service or 1 week extra-curricular suspension.

III. Before any suspension provided under these rules shall take effect, the student shall be verbally informed and advised by the head coach. Violations will not be accepted on hearsay.

IV. Rules and regulations may apply to association with a minor using or having in their possession any illegal substance as well as someone using it themselves.

V. any second offense during the out-of-season (within one year time frame), the student athlete may be punished during the next participating season.

VI. Students remain on probation for a period of 1 year after a disciplinary action. If he/she receives no major discipline in that year, they are released from probation and returned to original status.

VII. Each coach has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance, detentions, curfew, dress, general appearance, conduct, profanity, etc. These rules as well as the disciplinary action to be carried out will be set by the individual coach.

VIII. Athletic season dates are as follows:

High School

- Volleyball August to October (or end of State Tournament play)
- Football August to October (or end of Playoff participation)
- Basketball November to February (or end of State Tournament play)
- Track January to May (or end of State Meet participation)
- Baseball February to May (or end of State Tournament play)
- Softball February to May (or end of State Tournament play)

Jr. High School

Basketball	October to February (or end of State Tournament play)
Volleyball	November to March (or end of State Tournament play)
Summer Basketball	June
Football Passing League	July
Volleyball League	June and July

The above dates outline “In Season”. Punishments not completed during the season may be finished out of season through service work or carried over to the following. This will be decided by the coach with input from the athlete.

IX. Some punishment may be substituted through professional counseling provided the coaches, parents, athletic director, and student agree.

**NOTE:** Coaches reserve to counsel athletes and consult with parents as situations arise of in or out-of-season dates.

## IHSA REGULATIONS

Students must abide by IHSA regulations at all times. The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

## IESA ELIGIBILITY RULES

Students must abide by IESA guidelines at all times.

## SPORTS AWARDS

These awards are given to every athlete when they participate for a full season of a sport:  
1<sup>st</sup> year- Junior High N

Athletes may receive up to three (3) pins per sport.

In order to receive any award, athletes must finish the season with the team. The only exception will be in the case of illness or injury.

## ELEMENTARY (PRE-K TO 6) INFORMATION

### ADMISSION TO NORTHWESTERN ELEMENTARY SCHOOL

A child must be five (5) years of age on or before September 1 of the school year to enter kindergarten. A child entering kindergarten must present a certified copy of a birth certificate within 30 days of enrollment.

**A student will not be allowed to attend class after the deadline without a birth certificate or other legal evidence of a birth date.**

There is no provision for mid-year registration. If a child reaches his/her fifth birthday after September 1, he/she will not be eligible to enroll until August of the following year. Should a child be enrolled in an adjoining school district in this age group with the intent to enroll the child in

Northwestern Elementary School when he/she becomes five, the child will not be enrolled in District No. 2 until the following year. This violates the intent of the law and school policy.

## NORTHWESTERN ELEMENTARY SCHOOL'S GENERAL RULES

### GENERAL RULES

1. Treat others as you wish to be treated.
2. Stay in assigned areas.
3. Be prepared for class.
4. Show respect for personnel by following directions the first time they are given.
5. Keep hands, feet, and objects to yourself.
6. No name-calling, obscenities, crude gestures, teasing, roughhousing, or fighting.
7. Respect school property and the property of others.
8. Caps, hats, head coverings, and sunglasses are to be removed when inside the school building.
9. No cheating or copying each other's schoolwork.
10. No CD players or other electronic devices are allowed unless prior approval is given.
11. Students must obey Junior/Senior High School rules when in the Elementary building.

### RECESS PROCEDURES

Students will have Physical Education every day with Mrs. Fones and a morning recess before lunch every day. Students will go outdoors as much as possible. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should **always dress for outside recess**. When a child is unable to go outside, a note stating the reason should be sent by the parent or guardian to the teacher. If a child is to remain inside for more than 3 days, **a note from your doctor will be required**.

The general rules for these periods are:

1. Show respect for school personnel by following directions the first time they are given.
2. Stay in assigned area.
3. Keep hands, feet, and objects to yourself.
4. Stop playing and line up quickly when the whistle is blown.
5. Use equipment properly.

### GENERAL OUTSIDE PLAYGROUND RULES

The outdoor playground and equipment are designed for the children to enjoy in a recreational and safe way. Students are to remain on the designated area of play during recess. When the fields are wet or muddy, they will become off-limits. The following rules are provided as a guide for a fun and safe playground:

1. Misuse or destruction of the playground equipment will not be tolerated.
2. Tackle football is not permitted.
3. Kicking, wrestling, pushing, tripping, and spitting will not be tolerated.
4. No skates or skateboards are allowed.
5. All misunderstandings are to be settled by the supervising teacher.

6. You must ask the adult on duty if you need to re-enter the building.
7. Do not bring toys to school recess.
8. If a student brings something to recess that they shouldn't, the aide shall take away the item and return it after recess.

### **INSIDE RECESS RULES**

Generally, the students will remain in their classrooms during indoor recess.

1. Show respect for the school personnel by following directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Do not run, tag, chase, push, or shove others.
4. Do not throw balls or other objects in the room
5. Keep noise to an acceptable indoor level.
6. You must have permission from the adult to leave the classroom.

### **LUNCH ROOM**

1. Aides are in charge and may give directions to students.
2. Use good manners at the tables and at recess.
3. Students should sit where directed.
4. Students should keep voices low. Do not yell or scream while in the cafeteria.
5. Keep your hands and feet to yourself. Do not touch the food or trays belonging to others.
6. No toys are allowed in the lunchroom.

### **TARDIES**

Students in grades K-6 will be considered tardy if they are not in their rooms by 8:10 A.M. If a student arrives after 8:10 A.M., he/she is required to get an admit slip from the office. Parents have the responsibility by state law to have children in school at the start of the day.

### **ELEMENTARY STUDENT DISCIPLINE GRADES K-6**

We want your child's educational experience to be a very positive one. In order for your child to get the most out of his/her school day, good classroom discipline must be maintained. Teachers will maintain their own set of classroom rules and teacher aides will maintain cafeteria and playground rules. However, in some instances it may become necessary for the principal, special education director or social worker to become involved in your child's discipline. At the time when the principal or someone other than your child's teacher needs to become part of the child's school discipline; the following steps will possibly be implemented. Extreme and repeated instances may result in immediate isolation, suspension or recommendation for expulsion to the board of education. Intervention can be implemented at any level if the teacher has already implemented prior steps.

**LEVEL I ACTIONS:** Violation of classroom rules set by the teacher; violation of playground rules set by the teacher or aide; profanity; cell phone or other prohibited electronic device; and non-violent bus situations.

**LEVEL I CONSEQUENCES:** Disciplinary Referral and possible telephone call; verbal warning/counseling; parent contract; loss of recess; noon detention; after school detention. After the third violation for the same offense, an after school detention will be given. After six violations for any reason, an after school



detention will be given, and if the student continues level I actions then he/she will go to level II consequences.

**LEVEL II ACTIONS:** Repeated Level I behaviors; bullying behaviors such as teasing, taunting, threatening or indirect bullying behaviors that would socially isolate another through intentional exclusion; sexual harassment; theft; property damage; gross vulgarity; defiance, disrespect or flagrant disobedience; use or possession of tobacco or smoking materials; physical violence or deliberately harming another person; possession of contraband items; unauthorized use of cell phones during the school day.

**LEVEL II CONSEQUENCES:** Disciplinary Referral; possible parent conference; possible loss of privileges or after school detention; possible in school isolation or suspension; possible referral to social worker or school psychologist for observation and possible educational/behavioral evaluation; removal from class pending parent conference.

**LEVEL III ACTIONS:** Selling or transferring drugs on school grounds; possessing or under the influence of alcohol, drugs, or drug look-alikes on school grounds; possession of a firearm or any item that may be used as a weapon; deliberately harming or threatening to harm school personnel; continued or extreme sexual harassment; gross disobedience or misconduct as defined by board policy which is defined in student handbook.

**LEVEL III CONSEQUENCES:**

1. If a student is found selling or transferring drugs on school grounds the student will be given an immediate 10 day suspension, law enforcement authorities will be called.
2. If a student is found using or possessing drugs or any other intoxicants on school grounds the result will be up to 10 days suspension; notifying authorities;
3. Possession of a firearm, explosive device or any other item that can be construed as a weapon will result in a 10 day suspension; confiscation of weapon; notification of authorities; and recommendation to the school board for expulsion. A student who is determined to have brought a firearm or other weapon to school; any school sponsored activity or event which bears a reasonable relationship to school, shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board of education on a case by case basis.
4. Striking, threatening or attempting to harm any employee of this school district will result in a 10 day suspension with recommendation for expulsion made to the school board. Law enforcement authorities will be called.
5. Any action which in the opinion of school authorities constitutes gross disobedience or misconduct as defined by board policy as defined in student handbook will result in out of school suspension for up to ten (10) days with a possible recommendation for expulsion to the board of education.

## **PROMOTION-RETENTION**

Elementary school students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria:

**Primary Grades 1-3:** Students shall be doing passing work/making progress in core subjects according to the following grade level requirements.

**First Grade:** It is critical that the student must pass/be making progress in reading. It is strongly recommended that the student be passing math as well.

**Second and Third Grade:** the student must pass/be making progress in Reading and Math.

**Grades 4-6:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained.

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **PRE-KINDERGARTEN PROGRAM**

Our Pre-K program is funded by a grant from the State of Illinois and is tuition free. The purpose of the grant is to seek and to provide opportunities to children, age 3 to 5 (non-kindergarten age), who have been screened and identified in need of early intervention. The criteria used for placement are as follows:

1. Developing in developmental areas (cognitive, speech and language, social emotional, fine motor, and gross motor) and,
2. Other at-risk factors including health-related or family issues may also influence eligibility into the program. The entire Pre-K staff will strive to provide opportunities for young children that will strengthen their potential in all developmental areas and enable them future success in school.

Our goal is to prepare young children with life-long learning skills for success in future schooling. This goal is accomplished through a developmentally appropriate program of “hands-on” experiences necessary for success within the school environment. The preschool year will mainly focus upon language and social development. The educational program will include:

- a. Reading and Writing readiness
- b. Language development
- c. Personal and Social development
- d. Fine and Gross Motor skills
- e. Auditory/Visual coordination
- f. Science appreciation
- g. Social Studies appreciation
- h. Music appreciation
- i. Health and Safety
- j. Field Trips

The curriculum will be based on learning centers with children’s project planning and choice making because young children learn best by doing. Play is the work of young children.

An important element in the success of our Pre-K program is the parental involvement component. Parent involvement is an invaluable part of a child’s education, because parents are their child’s first teachers. We want parents to be active participants in the education of their child. There

are monthly opportunities for parent participation. This includes home visits, classroom visits for interaction between parent and child, parenting classes, parent-teacher conferences, and family nights with educational components, parent information nights and field trips.

## **MEDICAL**

Any illness or injury should be reported to the office. An accident report will be filled out on the student's injury. If the injury or illness appears to warrant it, parents will be contacted for information and instruction. It is important that all pertinent information regarding home address, home phone numbers, parents' place of employment and employment phone numbers, as well as emergency contacts, be kept current in case emergencies arise.

Parents of students with special medical needs (e.g., hemophilia, diabetes, epilepsy, etc.) should inform the school nurse or building principal of such conditions so that appropriate action may be taken when and if necessary. **The student's physician should supply information pertaining to health conditions and/or physical restrictions.**

## **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

Parents/guardians shall present proof that the student received a health examination by a licensed physician and immunizations against, and screening for, preventable communicable diseases, as required by Illinois Department of Public Health, within one year prior to:

1. Entering Pre-Kindergarten, Kindergarten, sixth and ninth grades.
2. Entering school for the first time.
3. Transferring from a school out-of-state or out-of-country.

It is a school policy that all students participating in athletics must have an annual physical examination and be in compliance regarding immunization.

If a student does not comply with the requirements for physical examinations or immunizations by the first day of student attendance of the current school year the student will be excluded from school until proof of having received such or written proof of a scheduled appointment is presented to the district office. Transfer students will have 30 calendar days from their first day of enrollment to meet these requirements.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520).

## **EYE EXAMINATION**

Parents/guardians of students entering Kindergarten or school for the first time shall present proof before October 15 of the current school year that the student received a comprehensive eye examination by a qualified eye doctor such as an optometrist or ophthalmologist within one year prior to entry of school.

If proof is not submitted by October 15 the student's report card may be held until such proof is presented.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to an eye doctor.

## **DENTAL EXAMINATION**

All students in Kindergarten, Second and Sixth grades must present proof of having been examined by a licensed dentist before May 15 of that school year in accordance with rules adopted by the Illinois Department of Public Health.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to a dentist.

## **VISION AND HEARING SCREENINGS**

Vision and hearing screenings will be given to required students on an annual basis.

## **PARENTAL MEDICAID NOTIFICATION**

Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR part 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

## **CONTAGIOUS DISEASES**

Students suspected of having any contagious disease will not be permitted to remain at school unless authorized by a physician. In all cases, school officials shall be governed by the orders of local health officers of the State Board of Health offices.

## **HEAD LICE**

The school nurse will screen the students individually or by classrooms as indicated by the prevalence of head lice. When a student is identified with signs of head lice the following steps will be taken:

1. The parents or a responsible adult will be notified if signs of head lice are present and the student will be sent home. Written and verbal information will be provided to assist parents in the treatment of head lice. The student's hair must be treated and the nits removed.
2. Students will not be allowed to attend school if they have lice or nits.
3. The personnel in that school should screen siblings attending other schools.
4. Parents must make an appointment to have the student re-screened by the school nurse before returning to school. The parent or responsible adult must accompany the student for this screening. To schedule an appointment, call the school nurse at (217) 436-2442.

## **PRESCRIPTION/NON-PRESCRIPTION DRUGS AND THE ADMINISTRATION OF MEDICATION**

The purpose of administering medication to a student during school hours and related activities is to provide the most favorable condition of health conducive to his/her education curriculum.

If it is considered necessary for a student to take prescription or non-prescription medication at school, the following procedures (recommended by State Board of Education and Illinois Department of Public Health and American Academy of Pediatrics) must be carried out to provide a safe and healthy method of administration.

1. The parents or guardians must get a written request for prescription or non-prescription medications from the student's licensed prescriber to be presented at school before the medication can be administered to the student. This request must include the following information: student's name, licensed prescriber and signature, name of medication (dosage, route of administration, frequency and time of administration), date of prescription, date of order, discontinuation date, diagnosis requiring medication and other pertinent information, intended effect of medication, other medications the student is receiving, and the time interval for re-evaluation. This request will be kept in the school health files.
2. It is the responsibility of the parents or guardians to bring the licensed prescriber's request with written permission from parents or guardians, and medication to school.
3. All prescription medication must be brought in the original pharmacy container.
4. With a current doctor's orders, urgent non-prescription medications may be given to children who experience sudden, sub-acute illness such as headaches, toothaches, menstrual cramps, upset stomach, etc. Parents must provide all non-prescription medications and they must be brought to school in manufacturer's original container with the student's name attached to the container. Manufacturer recommended dosing schedules will be followed on all non-prescription medications unless written instructions are received from your licensed health care provider.
5. All medications will be stored in a secure area in the Junior/Senior High Office, Elementary Office, or Medical Office. Students may not carry and self-administer other common medications, such as acetaminophen, ibuprofen, cough drops, etc.
6. The person administering the medication must document each dose of medication. Documentation must include the following information: name of medication, time dosage, route, and signature of the person administering or supervising the student in self-

administration. If the medication is not administered as requested, the reason will be documented and signed.

7. At the end of the treatment regime, the parents or guardians will be responsible for removing any unused medication from the school office. If the medication has not been picked up by the end of the school year, the medication will be destroyed and documentation will be noted in the student health file.
8. All permission for long-term medication must be renewed annually. If there are any changes in medication, there must be written authorization from the licensed prescriber.
9. A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and /or medication, or the storage of any medication by school personnel". (Policy 7:270)

**The school district retains the discretion to reject requests for administration of medication.**

## **HOMEBOUND INSTRUCTION**

Homebound instruction is for those students who are unable to attend school due to physical or other medically related problems. Parents should notify the building principal of the need for their child to participate in homebound instruction. To qualify as a homebound student, the student must submit a physician's statement to be kept on file and complete an application for home services signed by the physician.

## **STUDENT TRANSFERS**

A student seeking admission to a district school must meet all residencies, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. A student must also present a completed "good standing" form from the school form which the student is transferring.

In accordance with Section 2-3, 12 (a) of the School Code, all public school districts are to provide this form to any student who is moving out of the school district to verify whether or not the student is "in good standing" and whether or not his/her medical records are up-to-date and complete as defined in Section 2-3 13 (a). "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to attend classes, as of the date of the form. No public school district is required to admit a student unless he or she can produce this form from the student's previous public Illinois School District enrollment.

## **STUDENT WITHDRAWAL**

Any student withdrawing from school to go to another school system is required to have a withdrawal record. The following information will be included:

- a. Good standing form
- b. Clearance list (texts and P.E. locks turned in)
- c. Estimated grades to date
- d. Administrative clearance (fees paid)

Please notify the school a few days in advance of the last day the student will be in attendance.

## **NO CHILD LEFT BEHIND**

No Child Left Behind (20 USC 6311 (h)(6)) requires each school district that receives Title I funds to notify parents that, they may request, and the school district will provide, information regarding the professional qualifications of their student's teachers, including at a minimum:

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

## **SCHOOL VISITATION RIGHTS**

Illinois law requires that employers grant employees leave of up to a total of 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to their children if the conferences or classroom activities cannot be scheduled during nonworking hours. However, no leave may be taken by employees unless they have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to them except sick leave and disability leave. Before arranging attendance at conferences or activities, employees must provide their employers with a written request for at least 7 days in advance. In emergency situations, no more than 24 hours' notice is required. Employees must consult with their employers to schedule leave so as not to disrupt unduly the operations of their employers. Leave provided for visitation does not have to be paid leave.

For the purpose of this notice:

"Employee" means a person, except an independent contractor, who performs services for hire for an employer for:

1. At least 6 consecutive months immediately preceding a request for leave; and
2. An average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months

"Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or nonprofit organization.

## **SCHOOL FEES**

Under certain circumstances, waivers for some school fees may be granted. Contact the office for further information.

### **ILLINOIS SCHOOL STUDENT RECORDS ACT**

The Illinois School Student Records Act divides school student records into “student permanent records” and “student temporary records”.

“Student permanent records” contain the minimum personal information necessary for the education of students. Such information shall include a student’s name and address, birth date and place, gender, parents’ names and addresses, academic transcript including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, attendance records, accident reports and health record, record of release of permanent record information, scores received on all State Assessment tests administered at the high school level, and such other entries as the Illinois State Board of Education may require or authorize; and may include honors and awards received, and information concerning participation in school-sponsored activities or athletics.

“Student temporary records” contain all information within school student records not contained in student permanent records. Such information shall include a record of release of temporary record information, scores received on State Assessment tests administered at the elementary grade levels, information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or a sanction, information required under Section 8.6 of the Abused and Neglected Child Reporting Act, and may include a student’s family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations or anecdotal records, participation in extra-curricular activities, including any offices held in school-sponsored clubs or organizations, honors and awards received, special education files, and other information of clear relevance to the education of the student. Temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school.

### **RIGHT TO INSPECT AND COPY SCHOOL STUDENT RECORDS; LIMITATIONS; COST FOR COPYING**

A parent or any person specifically designated as representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent’s child. A student has the right to inspect and copy his or her school student permanent record.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. No school employee shall disclose to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner’s child or children are enrolled. A copy of the order of protection shall be maintained in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection.

The cost for copying school student records shall be the actual cost of providing a copy or copies, provided that such costs shall not exceed \$ .35 per page. No parent or student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.



## **CONTROL OF ACCESS AND RELEASE OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No. 2 reserves the right to control the access to and release of school student records. The District has the right to request a copy of any information released. All rules and regulations developed by the Illinois State Board of Education in compliance with the Illinois School Student Records Act, the Family Educational Rights and Privacy Act and the Freedom of Information Act will be observed by Northwestern CUSD No. 2.

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 the Illinois School Student Records Act or its regulations.

School student records or information contained therein may, consistent with Illinois law, be released, transferred, disclosed or otherwise disseminated, without parental consent, to the following:

1. A parent, student or person specifically designated as a representative by a parent;
2. An employee or official of the District or Illinois State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. Official records custodians of another school in which the student has enrolled or intends to enroll, upon request of such official or student;
4. Any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
5. Any person pursuant to a court order;
6. Any person specifically required by State or Federal law;
7. Juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court;
8. Subject to regulations of the Illinois State Board of Education, in connection with an emergency, to appropriate persons if the information is necessary to protect the health or safety of the student or other persons;
9. Any person with the prior specified dated written consent of the parent designating the person to whom the records may be released;
10. A governmental agency, or social service agency contacted by a governmental agency, in furtherance of an investigation of a student's school attendance;
11. SHOCAP committee members who fall within the meaning of "state and local officials and authorities", as those terms are used within the meaning of the Family Educational Rights and Privacy Act, for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; and
12. The Department of Public Aid in furtherance of the requirements of the School Code or the School Breakfast and Lunch Program Act.

## **RIGHTS AND PROCEDURES FOR CHALLENGING SCHOOL STUDENT RECORDS**

Parents have the right to challenge the accuracy, relevance or propriety of any entry in the school student records of their child, exclusive of:

Academic grades of their child; and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring.

Parents also have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in the record.

Northwestern CUSD No. 2 shall abide by the procedures prescribed by the Illinois State Board of Education when a challenge is made. Parents who desire to challenge school student records of their child may request a hearing by submitting a written request to the District, which said request shall contain notice of the specific entry or entries challenged and the basis of the challenge. Challenge procedures shall include the following:

1. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated.
  - A. A hearing officer, who is not employed in the school in which the student is enrolled, shall be appointed by the school.
  - B. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
  - C. At the hearing each party shall have the following rights:
    1. The right to present evidence and to call witnesses;
    2. The right to cross-examine witnesses;
    3. The right to counsel;
    4. The right to a written statement of any decision and the reasons therefore; and
    5. The right to appeal an adverse decision to an administrative tribunal or official established or designated by the Illinois State Board of Education.
  - D. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
  - E. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parents and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
    1. To retain the challenged contents of the student record;
    2. To remove the challenged contents of the student record; or
    3. To change, clarify or add to the challenged contents of the student record.
  - F. Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures.
  - G. Upon receipt of such documents, the Regional Superintendent shall examine the documents and record to determine whether the District's proposed action in regard to the student's

- record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school with 20 school days of the receipt of the appeal documents.
- H. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located (see Section 7(c) of the Act).

#### Directory Information and Disclosure

Information that may be designated as directory information shall be limited to:

1. Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses;
2. Academic awards, degrees, and honors;
3. Information in relation to school-sponsored activities, organizations, and athletics;
4. Major field of study, and,
5. Period of attendance in the school.

"Directory Information" may be released to the general public, unless parent requests that any or all such information not be released on his/her child.

### **DESTRUCTION OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No.2 annually reviews all school student records. Student permanent records are retained for not less than 60 years. Student temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school. Parents of students and students who graduated or left this school prior to five years ago are hereby notified that if they wish a copy of their temporary records before they are deleted or destroyed, they must make that request to the records custodian, at Northwestern Elementary School, 436-2442, or Northwestern High School at 436-2011. The scheduled destruction date of temporary records is August 15 of each year. Questions regarding school student records and procedures should be directed to the school district superintendent.

### **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extra-curricular opportunities shall be available for all students without regard to, race, color, national origin, ancestry, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, on the basis of sex or disability, be discriminated against in the provision of programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extra-curricular programs and activities.

Any individual may file a sex-equity, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described below.

The Superintendent and Building Principal will use reasonable measures to inform staff members, students, and parents/guardians of students of this policy and grievance procedure.

## **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with disabilities Education Act, 20 U.S.C. 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, program;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 9300006; or
12. Provision of services to homeless students.

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

### **STEP 1-FILING A COMPLAINT**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed. Upon receiving a complaint, a Complaint Manager shall inform the Superintendent of the substance of the complaint, unless the complaint involves the Superintendent, in which case the Complaint Manager shall inform the President of the School Board of the substance of the complaint. District Complaint Manager: Patrick Bowman

## **STEP 2-INVESTIGATION**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except; (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Step 3. The Superintendent will keep the School Board informed of all complaints.

## **STEP 3-DECISION AND APPEAL**

Within 5 school days after receiving the District Complaint Manager's report, the Superintendent or School Board President shall mail his or her written decision to the Complainant and Complaint Manager via U.S. first class mail.

Within 5 days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's or School Board President's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the School Board's decision, the Superintendent or School Board President shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of the School Code and, thereafter, to the state Superintendent pursuant to Section 2-3.8 of the School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

## **TITLE IX**

The Northwestern Community School Board of Education has adopted a policy which meets the requirements set forth in Title IX of the Education Amendments of 1972, which states: "No person shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered in this school."

## **SPECIAL EDUCATION**

The Northwestern Community Unit School District No. 2 offers a free and appropriate education to all children. Any child between the ages 3-21 residing in the school district is eligible for special education services if he/she is determined eligible by a multi-disciplinary team.

The Northwestern Elementary School provides:

- a. An annual screening of all children between the ages of 2 and 5.
- b. Hearing and vision screening at regular intervals.

- c. Speech and language screening upon initial enrollment in school.
- d. An on-going annual screening by teachers and other professional personnel for possible referral of those children who exhibit problems that interfere with their educational progress and/or adjustment to their educational setting.

Referrals for preliminary evaluation may be made through the building principal, by school district personnel, the parent of a child, community service agency personnel having primary care and custody, other professional persons having knowledge of the child’s problems, the child or the State Board of Education when there is reason to believe that a child may require special education. Parents and other members of the community may review a copy of the Rules Governing Special Education at the Superintendent’s office.

### **EDUCATIONAL PROGRAMS**

- 1. All students have access to all courses without regard to sex.
- 2. Graduation requirements are identical for all students.
- 3. Cheerleaders may be either male or female.
- 4. Physical Education classes will be integrated by members of both sexes. Separation of students by sex will be made in the following activities:
  - a. When dealing with human sexuality.
  - b. During such activities as wrestling, boxing, football, basketball, and other bodily contact sports.
  - c. Vocal Music-separation of persons based on vocal range and quality.

### **ASBESTOS WARNING/PUBLIC NOTIFICATION**

The following public notification is being released for compliance with the regulation of the Federal AHERA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan are on file for review at the Superintendent’s office.

This notification is to inform building occupants of the potential hazard and locations of materials containing asbestos. 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 any materials containing asbestos. Materials containing asbestos have been found in the following buildings: Northwestern Community Unit Schools (N.W.C.U.S.D. #2). Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

### **SCHOOL SECURITY DRILLS**

School security drills are as follows:

- 1. Fire 3
- 2. Tornado and Severe Storm 1
- 3. Earthquake and Evacuation 1
- 4. Armed Intruder 1

Failure to cooperate during a security drill is considered defiance of authority which is a 30 point offense.

## SCHOOL SONG

On Northwestern, On Northwestern  
Make that scoreboard climb  
Pass the ball right down the floor (field)  
A basket (touchdown) sure this time  
Rah, Rah, Rah  
On Northwestern, On Northwestern  
Fight on for your fame  
Fight fellows fight and we will  
Win this game!

Mascot-Wildcat

School Colors-Green and Gold

## ARRIVAL AND DEPARTURE

The doors at Northwestern are opened at 7:45 A.M. Students are dismissed daily at 3:00 P.M. at the elementary and 3:06 P.M. at the Junior/Senior High School.

**If your child will not be riding the bus home in the evening he/she must have a note from parents or he/she will be sent home on the bus.**

Parents need to notify the school if anyone other than the parent(s) is to meet their child at school. When the parent or designee comes to meet a child, the person should first check in at the office. If a divorce decree stipulates no parental visitation at school, the district needs a copy to put in the student file.

## SCHOOL CANCELLATION

School cancellation could occur due to extreme weather or any other unforeseen circumstances. Anytime school is cancelled the automated telephone notification system, SchoolMessenger, will be utilized. A working telephone number should be on file in the central office. Cancellations will also be posted to the following:

### TV Stations:

Channel 2 St. Louis  
Channel 4 St. Louis  
Channel 5 St. Louis  
Channel 20 Springfield

### Radio Stations:

WSMI 1540 AM, 106.1 FM

**Please have alternative plans for your children in case of emergency dismissals.**



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**Northwestern Community Unit School District No. 2**  
**Student Handbook**  
2014-2015

## **FOREWARD**

This book is designed to give, in convenient form, important information about Northwestern Community Unit Schools. It is hoped that it may assist new students in adjusting themselves to the life of the school and that it may be a consistent reminder of the school's general procedures, ideals, and traditions. The goal of Northwestern is to create an environment where all students will be able to learn and participate in the many extra-curricular activities. Students are urged to read this book carefully and to keep it for reference throughout the year.

The superintendent, with input from the parent/teacher advisory committee, shall prepare disciplinary rules implementing the Northwestern School District's disciplinary policies. These disciplinary rules shall be presented annually to the Board of Education for review and approval. It takes all of us, including staff, students, parents, and community working together to accomplish this goal. Let's strive to make everyone proud to be a Wildcat.

We are required to have on file signatures of parents/guardians indicating they have received the student handbook. Handbooks will be distributed at the time of registration.

## **HANDBOOK DISCLAIMER**

This handbook is not intended to create a contractual relationship with the student, nor is it an exhaustive list of District policies; rather its summary of District policies intended to describe the school, its current practices, procedures, rules and regulation (code of conduct), etc. Membership or participation in a school-sanctioned activity is a privilege and not a property right. As such, the Board of Education and the administration reserve the right to make modifications and/or policy changes when needed. Students and parents will receive the changes in a timely manner. A complete list of District policies is available on the schools website [www.northwestern.k12.il.us](http://www.northwestern.k12.il.us).

## **VISION STATEMENT**

The vision of the Northwestern School District is to prepare all students to be academically, socio-emotionally, and technologically proficient in order to become productive members of society.

## **MISSION STATEMENT**

The mission of Northwestern Community Unit School District No. 2 is to provide students with the opportunity to grow academically, technologically, and socially to become productive citizens within the community. This includes a commitment of parents, teachers, administrators, and students to work toward the completion of this mission.

## **EDUCATIONAL PHILOSOPHY**

**Specifically, the educational program should make it possible for the student to:**

1. Attain, commensurate with cognitive abilities, optimum proficiency in reading, writing, listening, speaking, social studies, science, and math skills, both computational and problem solving.
2. Develop an understanding of self: personality, strengths, weaknesses, and general capabilities.
3. Develop an ethical sense of community, which will help the personal manifestation of tolerance, kindness and justice to all others.
4. Develop an appreciation for interpersonal relationships, both in the family and in the community.
5. Develop skills for effective participation in the democratic process.
6. Develop knowledge and understanding of the natural and physical environment.
7. Develop economic competence as a consumer.
8. Develop marketable skills and vocational competence.
9. Explore and develop an appreciation of the fine arts.
10. Develop wise use of leisure time.
11. Develop zeal for continuous learning and self-improvement.
12. Be exposed to the world of work.
13. Develop technologically literate students.

**Furthermore, every effort should be made in the educational program to:**

1. Make the best use of the physical plant that was provided by the taxpayers.
2. Secure the judgment of the Board of Education in the selection and approval of the best personnel.
3. Advise and inform the public from time to time of all school activities and to seek their advice.
4. Provide the highest type of moral, ethical and professional leadership.
5. Inform the employed personnel of any actions of the Board of Education pertinent to his/her particular interests.
6. Maintain priorities consistent with the educational goals and philosophy of the District.

And finally, realizing that the final success of the educational program is measured in terms of the accomplishments of the student, the educational program should:

Foster in the student self-discovery, self-awareness, and self-discipline, enabling him/her to realize his/her worth as a human being and to formulate a personal set of values and goals.

Develop a positive attitude toward and practice of those disciplines which will produce a healthy mind and body.

Develop awareness of present and past cultures and civilizations, acquainting the student with the variations in mankind's cultural patterns and with the evolution of his/her national and cultural heritage.

Stimulate intellectual curiosity, guiding the student to learn how to seek further knowledge by familiarizing him/her with the resources and challenges of the world around him/her.

Provide fundamental career concepts and skills, developing in the student a foundation for further career training.

Direct the student in becoming proficient in the art of verbal and nonverbal communication.

Encourage an appreciation of beauty and to assist the student in developing a capacity for aesthetic perception, creation and judgment.

Encourage the student to discover and build from his/her individual strengths and develop an awareness of the value of striving toward excellence and mastery of skills.

Help the student learn to deal effectively with other people, while encouraging him/her to develop sensitivity to the needs and values of others and a respect for individual and group differences.

Develop social and personal responsibility involving the student in decision-making process and problem-solving activities as he/she works toward constructive change.

Help the student recognize the basic laws that explain the behavior of the universe and to help him/her use these laws to predict natural phenomena and to determine their impact on his environment.

Help the student realize his/her relationship to his/her fellow man through learning about man and man's laws and how to live in harmony with them.

Develop an understanding of consumer education concepts and economic principles for the purpose of achieving within the framework of the student's own values, maximum utilization of, and satisfaction from, one's resources.

## **STUDENT RESPONSIBILITY**

Northwestern Schools have the responsibility to provide a quality education to all students who attend these schools. Students have the responsibility to understand and observe all rules and regulations, and to conduct themselves in a manner that will result in the development of productive citizens. These rules and regulations are not limited to school property but also include all reasonable involvement of school activities and events (field trips, bus stops, post prom activities and all extracurricular events).

## **COMMUNITY RESPONSIBILITY**

We welcome the community and encourage community participation. All visitors are required to report to the office upon entering any building on campus. Parents wishing to visit the schools are encouraged to call the office to set up an appointment. The presence of former students in the school is discouraged during school hours.

## **ADMINISTRATION**

Mr. Patrick Bowman, Superintendent/Elementary Principal.....	436-2210
<a href="mailto:pbowman@northwestern.k12.il.us">pbowman@northwestern.k12.il.us</a>	
Mrs. Heather Haley, Assistant Elementary Principal .....	436-2442
<a href="mailto:hhaley@northwestern.k12.il.us">hhaley@northwestern.k12.il.us</a>	
Mrs. Brandi Maxedon, Junior/Senior High Principal.....	436-2011
<a href="mailto:bmaxedon@northwestern.k12.il.us">bmaxedon@northwestern.k12.il.us</a>	
Elementary/Unit Office.....	436-2442
Junior/Senior High Office.....	436-2021

## LUNCH PROCEDURES & PRICES

1. This district received a grant for 2012-2015 which allows all students to eat free of charge.
2. Any additional milk will be charged to the student.
3. Students with money owed will be provided with a milk account balance periodically throughout the school year.
4. School food prices for 2014-2015 school year:
 

Adult Breakfast	\$2.00	Adult Lunch	\$2.50
Extra Milk for Anyone	\$0.45		

## EXPECTATIONS OF STUDENT BEHAVIOR IN THE CAFETERIA

<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
Use kind words & actions. Wait for your turn politely. Do not cut in line or save a space. Follow adult directions. Be silent when signal is given. Use quiet voices. Use appropriate language. Use good manners.	Clean up after yourself. Get all utensils, milk & condiments when 1 <sup>st</sup> going through the line. Bring your own change for vending machines. Do not ask others for money. The office cannot provide change.	Walk facing forward. Keep hands, feet & objects to self. Use all equipment & materials appropriately. Report accidents, injuries & hazards to nearest adult. Report bullying, harassment, or intimidation immediately. Sit appropriately at the table. Stay at the table until dismissed. Ask permission to leave your seat.

## FREE/REDUCED MEAL APPLICATIONS

Although meals are paid through the grant, it is still necessary for families to apply for free and reduced lunch and breakfast as this fulfills other district criteria. Applications for free and reduced meals are available at each district building location. Letters containing guidelines and applications for free or reduced lunches are available during registration and throughout the year in the school office. Parents requesting free or reduced lunches must complete and return the application to the school office. Verification of income may be requested.

## TRANSPORTATION

The District shall provide free transportation for any student in the District who resides one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available. The District shall provide free transportation for a student living less than one and one-half miles from school where walking to school or to a bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is unavailable. A student's parent or guardian may petition the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation will be provided for special education students if included in the student's individualized education program. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.



## EXPECTATIONS OF STUDENTS RIDING THE BUS

*NOTE: Cameras may be utilized to monitor student behavior and bus safety.*

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Use kind words & actions. Follow adult directions. Be silent when signal is given. Use appropriate language. Conversations should be appropriate for all ages.	Be on time at the approved bus stop. Clean up your trash. Do not leave items on the bus. Do not consume food or drinks on the bus.	Cross the road when the bus is completely stopped. Cross in front of bus only. Use quiet voices. Stay in seat while the bus is in motion. Students should sit on bottoms and face the front. Do not throw items out of the window. Keep hands, feet & objects to self and inside the bus. Report accidents, injuries, & hazards to driver. Report bullying, harassment, or intimidation immediately. Use emergency exit when directed by driver. Be quiet at railroad crossings. Possession and/or use of tobacco, alcohol, or other drugs are prohibited.
<p><b>PROCEDURES:</b> The bus driver may verbally reprimand a student, make a written report, or make a written request to the administration that a student be disciplined or suspended from riding the bus. Only the administrator or School Board may suspend students from riding the bus.</p> <p><b>CONSEQUENCES:</b> Discipline will be handled in cooperation with the transportation director, administration, and the student's parents or guardians. Penalties may include assigned seating, loss or suspension of bus riding privileges, detention, in-school suspension, out-of-school suspension, or expulsion.</p>		

## BICYCLES AND WALKING TO SCHOOL

Due to the location of the school, riding bicycles and walking to school is not encouraged. Permission from the Building Principal should be received prior to any student riding a bike to school.

## FIELD TRIPS

The school recognizes the value of student participation in field trips to increase learning. Field trips, which are going to exceed a 75-mile radius from Northwestern, will require Board approval unless it is an established yearly trip. Students need to be aware that the law considers all field trips the same as a classroom. Therefore, all school rules, regulations, and policies apply on these trips as if the student were actually in the school. Any parent planning to attend a field trip with their student must first participate in a background check through the district office at their own expense and must also attend at least 2 Parent Club meetings, be a classroom assistant, attend Open House/Parent-Teacher

Conferences, or contribute to the class in some manner approved by the teacher at least twice or a combination of the two. Remember, you represent not only yourself but also your school, family, and community. All classroom assignments should be completed in advance; students must have approval of all of their teachers to attend field trips. Students who do not join their group on a field trip are expected to attend school on the day of the trip. At the Jr./Sr. High School, if a student has a failing grade in any class and that class is to meet on the day of the field trip, the student cannot attend the trip. If a student has an unexcused absence the day before the field trip, he/she cannot attend the field trip. No siblings or non-district students may attend field trips.

### **GRADING SYSTEM-DISTRICT WIDE**

92-100.....	A
85-91.....	B
77-84.....	C
68-76.....	D
67-below.....	F

Kindergarten through 3rd grade will use a skills-based grading system.

### **HOMEWORK**

Homework is important to all students. Homework provides the necessary reinforcement for what is learned at school. Most teachers allow some time at school to start homework assignments, so if your child continually seems to have too much homework, please check with your child’s teacher. Homework is a required part of learning. Part of the student’s grade may be determined from homework grades. That is why, if a student is absent, it is very important that he/she get his/her work within the guidelines (i.e., number of days absent, plus one).

### **“D” AND “F” NOTICES**

The staff and administration feel that students and parents should be notified when a student’s performance begins to decline. The school will be sending notices home for those students doing work in the “D” or “F” range at the middle of each marking period. In addition the staff must make contact with the parents before any student will receive a failing grade. This notice may be a telephone call or written note at any time in the quarter.

### **ELEMENTARY CLASS SCHEDULE**

Grade	Recess	Lunch Schedule
K-3	11:30	11:50-12:10
4-6	11:45	12:05-12:25

## JUNIOR/SENIOR HIGH CLASS SCHEDULE

1 <sup>ST</sup> hour	8:12-9:00	
2 <sup>nd</sup> hour	9:03-9:51	
3 <sup>rd</sup> hour	9:54-10:42	
JH Study Hall	10:45-11:15	Lunch 11:15-11:45
4 <sup>th</sup> hour HS	10:45-11:33	
HS Study Hall	11:35-12:05	Lunch 12:05-12:35
5 <sup>th</sup> hour JH	11:48-12:35	
6 <sup>th</sup> hour	12:38-1:26	
7 <sup>th</sup> hour	1:29-2:16	
8 <sup>th</sup> hour	2:19-3:06	

## ATTENDANCE

Students are required to report promptly and to attend all classes. As per Illinois Statutes, for attendance record and report card purposes, a student must be present 300 minutes or more of classroom instruction to constitute a full day of attendance and 150 to 299 minutes for a half-day. Any student who attends school less than 150 minutes is considered absent for a full day. However, for grades K-1, a full day of attendance is equal to four clock hours (240 minutes), and a half-day (120-239 minutes). In grades 7-12 seven class period absences is equal to one full day of absence. Where there is an unexcused absence of a student in grades Kindergarten through 8, the District shall make a reasonable effort to contact the student's parent or guardian by telephone within two hours of these students' first class to notify them of the absence.

A direct relationship exists between academic achievement and regular attendance. There is no substitute for participation in class explanations and discussions; therefore, while assignments might be made up, some learning is lost in any absence. Habits of consistent and punctual attendance are habits that will serve Northwestern students well in their future work lives.

## EXCUSED ABSENCE

The following absences will be deemed excused:

1. Personal illness-5 days (3 days for students who enroll after first semester ends) throughout the year may be excused with a note from the parent/guardian on the day the student returns to school. However, 3 consecutive days or more of absence at any time requires a doctor's note. Doctor's notes do not take away from the 5 days. However, once the student has used the total 5 days, a doctor's excuse is required for each day missed. STUDENTS CANNOT ATTEND SCHOOL EVENTS ON THE DAYS OF ABSENCE. Students may participate in extra-curricular activities if they are present for the last ½ of a school day.
2. Funeral of a family member.
3. Family medical emergency.
4. Medical appointment-We ask parents to make appointments early or late so that students miss no more than ½ day for appointments.
5. Field trips or other school affiliated events. No absence will be reported on the student's record.
6. Observance of a religious holiday.
7. Juniors and Seniors will be allowed 2 college visit days. Juniors cannot carry the days over to their Senior year. These must be pre-arranged and approved by the principal or designee.

Students must have the form completed by the college admissions officer. No absence will be reported on the student's record. Parents are urged to arrange college visits during the summer prior to the child's senior year.

8. Students absent without a doctor's excuse or administrative approval may not attend after school activities. Failure to abide by this will result in an unexcused absence.
9. Others as deemed excused by the administration.

**NOTE: WRITTEN NOTES FROM PARENTS OR FROM THE DOCTOR MUST ACCOMPANY THE CHILD THE DAY HE/SHE RETURNS TO SCHOOL. NOTES BROUGHT AFTER THAT MAY NOT BE ACCEPTED.**

## UNEXCUSED ABSENCE

Students who are absent for other than the above noted reasons are considered unexcused. Student initiated "skip" days are prohibited and will be treated as an unexcused absence. Any student's participation in "skip" days may face disciplinary action. **An unexcused absence for any part of the day will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening.** An unexcused absence means that students cannot earn credit for work completed in class or assignments assigned on that day.

Students absent for 10 consecutive days without a legitimate excuse will be dropped from the roles. Students in grades K-8 can re-enroll at any time after a parent conference. Students with high absenteeism can be retained or fail to receive credit for a course.

## PARENTAL RESPONSIBILITY

Should a child in any grade need to be absent for any reason, parents/guardians are required to notify the school by phone by 9:15 a.m. Students cannot call in for themselves. While family vacations during school are discouraged, it is understood that this is sometimes unavoidable. Should a family vacation be planned during school time, please give ample notice to the school. Students with excessive absences may not be excused for family vacations.

## TRUANCY

A chronic or habitual truant is hereby defined as a Macoupin County student between the ages of 7-16 years of age who is absent without valid cause from attendance for 5% or more of the previous 180 regular attendance days in school. Section 26-10 of the School Codes states: *Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or fine of up to \$500. Any Macoupin County student violating or, Parent/Guardian of a Macoupin County student violating, the terms of Macoupin County's Ordinance, which shall be punished as a petty offense, shall be subject to the following fines, not to exceed the limitations set forth in 55 ILCW 5/5-1113 upon conviction:*

1. A fine of not less than \$25.00 for the first violation.
2. A fine of not less than \$50.00 for the second violation.
3. A fine of not less than \$100.00 for the third violation.

Each day, or portion thereof, upon which a violation occurs, shall constitute a separate violation, with each separate violation being subject to a separate penalty, as provided herein.

## TARDINESS

When students arrive late, they disrupt classes and forgo opportunities to learn. Furthermore, they unfairly interfere with other students' opportunities to learn. Promptness is essential to student success. A student in grades 7-12 will be considered tardy for class if not in the classroom before the last bell to start that period. Students are allowed to be tardy 6 times per year. This is not 6 times per class but a total of 6 for the entire year. After the 6<sup>th</sup> tardy, the following consequences will result:

1. 7<sup>th</sup> tardy-parents will be notified by mail and the student will receive a lunch detention.
2. 8<sup>th</sup> tardy-parents will be notified by mail and the student will receive two lunch detentions.
3. 9<sup>th</sup> tardy-parents will be notified by mail and the student will receive an after-school detention.
4. 10<sup>th</sup> tardy-parents will be notified by mail and the student will receive 2 after-school detentions.
5. 11<sup>th</sup> or 12<sup>th</sup> tardy-parents will be notified by mail the student will receive an in-school suspension.
6. 13 or 14<sup>th</sup> tardy-parents will be notified by mail and the student will receive two in-school suspensions per incident.
7. 15<sup>th</sup> tardy or each additional tardy beyond 15 will receive an out-of-school suspension.

## MAKE-UP WORK/INCOMPLETE GRADES

If a student is absent from class, it is his/her responsibility to make up the work missed, according to each individual teacher's directions. All students will be able to make up work missed during an excused absence. Students will be allowed one more day than the number of days missed to make up assignments. For example, if a student misses Monday, is present Tuesday, the assignment missed on Monday is due Wednesday. **However, students attending academic functions or preplanned absences including but not limited to; Spelling Bee, Olympiad, class field trips, family trips/vacation, etc. shall turn in work the next day of class following the function.** No incomplete grades will be given at the end of the school year except in emergency situations such as an accident, illness, or funeral. Students who have irregular attendance and/or whose absences are unexcused may face grade retention due to lack of basic skill development. In grades 7-12 multiple day absences should occur before a parent may request work from the teacher. Requests should be made twenty-four (24) hours in advance. It is recommended that students check with classmates for assignments.

## DELEGATION OF AUTHORITY

Each teacher and any other school personnel, when students are under his/her charge, is authorized to impose any disciplinary measures, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules of student discipline. Teachers, other certified employees, and other persons (whether certified or not) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other persons, or for the purpose of self-defense, or defense of property. The teachers may remove students from a classroom for disruptive behavior. The Superintendent or Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

## ENROLLMENT OF HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youths. Any homeless child shall be immediately admitted, even if the child or child's parent or guardian is unable to produce records normally required to establish residency.

## STUDENT CONDUCT

The following paragraphs summarize the policies of the Board of Education of Northwestern Community Unit School No. 2 concerning conduct.

Students who are good citizens maintain a cooperative attitude in school and conform to classroom situations. Those who do not are guilty of misconduct. They not only fail to make progress themselves, but also distract others who want to learn.

Parents and guardians of children in school are expected to cooperate with the school by promoting good citizenship in the home and teaching their children the importance of good behavior and proper attitude in the classroom. Parents and guardians are also expected to be involved with any disciplinary actions brought against their child by the school.

Any student who is guilty of misconduct will be subject to verbal reprimand, lunchtime detention, after school detention, in-school suspension, out-of-school suspension, restriction, removal or banishment from extracurricular activities (as either a spectator or a participant), loss of driving privileges, expulsion, and/or Board or court action as dictated under the mandates of the law. Any known violation should be reported immediately to the school authorities. Junior and Senior High Students must obey elementary rules when in the elementary building and elementary students must obey high school rules while in the high school building. **The policies of the Board of Education concerning misconduct are as follows:**

- 1. ATTENDANCE**-Students are required to report promptly and to attend all classes. A student may leave class only with a signed pass issued by the teacher. Excessive tardiness will result in disciplinary action. **Note:** Students initiated "skip" days are prohibited and will be treated as an unexcused absence. Any students participating in "skip" days may face disciplinary action. Any unexcused absence in the afternoon will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening; this includes students leaving school due to illness. *Junior and senior high students: 8 periods of absence is equal to one full day of absence.*
- 2. BULLYING/AGGRESSIVE BEHAVIOR**-Aggressive behaviors such as violence, physical contact or closeness, force, noise, coercion, threats, intimidation, fear, profane or abusive language, bullying, or other comparable conduct, including by communications made in writing or electronically, toward anyone or urging other students to engage in such conduct is prohibited. When school personnel have determined that a student has demonstrated any of these aggressive behaviors, the student may receive disciplinary points in accordance with the handbook point system. (Board Policy 7:190)
- 3. CHEATING/PLAGIARISM**- Cheating and/or plagiarizing schoolwork and materials are prohibited.
- 4. CLOSED CAMPUS**-Students must have permission to leave the main campus at any time. Any student leaving school property must sign out through the office or obtain an off-campus pass from an administrator. At the beginning of each day, students are to report only to their respective areas of the gym and be seated unless conducting business in the office or eating breakfast in the cafeteria.
- 5. COMPUTER USE**-Computers and other technology equipment shall be used only for authorized school assignments. Computer use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District

computers. General rules for behavior and communications apply when using electronic networks. A teacher or supervisor must approve usage not related to class assignments. Copyright laws and license agreements related to computer software shall be observed. The District's Internet Usage Agreement contains the appropriate uses, ethics, and protocol. All students must have on file an Internet Usage Agreement signed by parents and students.

**6. MOBILE ELECTRONIC DEVICES (MED)**-The use for personal business or entertainment purposes of cellular phones, smart phones, pagers, radios, tape or CD player/recorders including those equipped with headphones is prohibited during the school day, **unless privileged use has been given by the administration at designated times in the Junior/Senior High School.** These items will be confiscated. Nothing in this policy shall prohibit a member of the faculty or staff from using his/her own or a school owned radio and/or tape player/recorder for instructional purposes or for entertainment purposes when appropriate. However, possession of a radio, tape player, and/or electronic games will be permitted on field trips, travel to athletic/music events, or other school related activities only with the permission and approval of the teacher and/or supervisor.

- a. MED include but are not limited to items such as laptops, cell phones, and PDA's.
- b. Students may have MED in their possession. These devices should be set to silent or quiet mode during the school day.
- c. Use of MED during school hours is regulated by specified times and locations.
- d. MED may be used during times of instruction if it is during a teacher approved and a planned portion of the learning activity.
- e. Any use of MED is strictly prohibited in locker rooms, bathrooms, whether here or in at another facility where a school activity or athletic event is occurring.
- f. Students who are dressed and participating in physical education classes are not permitted to have a MED in their possession.
- g. The District is not responsible for the loss, theft, damage, or vandalism to student MED.
- h. Using a cell phone, video/audio recording device, personal digital assistance (PDA), or other mobile MED in any manner that disrupts the educational environment or violates the rights of others including using the device to take digital images anywhere in the building or on the grounds to cheat, or otherwise violate student conduct rules is strictly forbidden. Consequences will be issued in accordance with handbook rules and regulations.
- i. Violations of this policy will be given consequences.

**7. EXTRACURRICULAR ACTIVITIES**-All students are subject to and are expected to obey the policies, rules, and regulations found in this **Student Handbook** while attending or participating in school sponsored activities. All persons, students and non-students, who attend or participate in activities/events on campus, are required to obey the rules of behavior and conduct established by the Board of Education and any other officially recognized governing body, such as the Illinois High School Association. Student misbehavior at extracurricular events may result in banishment from that event, and future events. **Due to lack of building-wide supervision during an event such as a basketball game, and unless accompanied by an adult, young children and students must remain in the gym during play action. Excessive movement in and out of the gym may result in disciplinary consequences.**

**8. DEFIANCE OF AUTHORITY/INSUBORDINATION**-Defiance of authority is defined as any verbal or non-verbal refusal to comply with a reasonable request from school personnel. Defiance of Authority is a serious offense and will be dealt with accordingly. A student who willfully fails to report to a designated location when requested to do so by any school employee, shall be guilty of insubordination and shall be subject to the board's disciplinary penalties for misconduct.

**9. FALSE ALARM**-The willful making of a false alarm by outcry, mechanical alarm, or other device is prohibited.

**10. FIGHTING**-Fighting, threats, or use of profane or abusive language will not be tolerated. Students who make threats or who are involved in the use of profane or abusive language, as determined by school officials, shall be subject to the Board of Education's disciplinary penalties for misconduct. A student who is provoked or assaulted shall retreat from the situation and seek help from staff members immediately, if possible. A student who immediately retreats from a fight will not be deemed to have been involved in a fight. Provoking a fight or not dispersing from a fight when directed to do so or interfering with school personnel in their attempt to break up a fight may receive the same consequences as for fighting.

**11. FOOD AND DRINK**-All food and drink is to be consumed in the cafeteria **unless prior administration approval**. The soda and juice machines are off limits except during high school lunch and after school. Junior High students do not have access to vending machines. Breakfast is served at Elementary and the Junior/Senior High Schools.

**12. GAMBLING**-Any form of gambling or implied gambling will not be permitted on the campus of Northwestern.

**13. GROSS/CHRONIC DISOBEDIENCE**-Gross/chronic disobedience of school rules is defined as but not limited to violations of the drug/alcohol abuse policy, assault/battery of a staff member, weapons possession or use thereof, false fire alarm, bomb threat, or explosive devices.

**14. HALL CONDUCT**-Students should exercise common courtesy while in the hall areas. Students may not be in the hall areas, during class time, without signed authorization. High school students are not permitted to loiter in the Junior High section unless they are going to the library or class. Likewise, the Junior High students are not allowed to loiter in the high school section. This applies to gym use before the first bell and during selected assemblies.

**15. HALL PASSES**-Students are not to be in the halls during class periods without a hall pass. Teachers are to issue each student an individual written pass. Each pass is a privilege that a faculty member may or may not grant. Improper usage of hall passes will result in the offender being disallowed the privilege. Forgery or altering a pass in any way will result in strong consequences. Penalties will range from revocation of all privileges to suspensions.

**16. LOCKERS**-A locker is to be used to store books, book bags, supplies, and outdoor garments. Students are cautioned not to use lockers for money or other valuables. The school cannot assume responsibility for articles missing from lockers. Lockers should be locked. Beverage containers that have been opened will not be allowed to be kept in lockers. Each student will be held responsible for the condition of the locker assigned. If a locker/lock does not function properly, please contact the office. School authorities may inspect and search school property and equipment owned or controlled by the school, as well as personal effects left there by a student, without notice to or the consent of the student. **Students have no reasonable expectations of privacy in these places or in their personal effects left there.** School authorities may search a student and/or the student's personal effects in the student's possession when there is a reasonable ground for suspecting that a search will produce evidence the particular student has violated or is violating the law or the District's student conduct rule. If a search produces evidence that the student has violated or is violating the law or the District's policies of rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**17. LOITERING**-No loitering is permitted in the restrooms, hallways, and other designated areas at any time.

**18. NUISANCE ITEMS**-Due to the inherent dangers and potential disruption of items such as, but not limited to, roller blades, skateboards, squirt guns, yo-yos, laser pens, etc., are not permitted at school. Such items will be confiscated and returned at the discretion of the teacher and administration.

**19. OBSTRUCTION OF AN INVESTIGATION**-Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be



false, present a potential danger to student and staff safety. Violators will be subject to the Board of Education's penalties for misconduct.

**20. OFFICE PHONE USAGE**-Receiving messages at school- The phone in the office is a business phone. Any calls to parents because of sickness must be made in the office by the office staff. Please try to make appointments, bus plans, alternate car rides, etc. before your student leaves for school in the morning. **Messages are a disruption of class time and cannot be delivered except in the case of an emergency. In addition, student phone usage in the office will be limited. Daily calls for homework, band instruments, uniforms, extracurricular activities, etc. will be banned unless an unforeseen change occurs.**

**21. PRESENCE IN AN UNAUTHORIZED AREA**-some of the unauthorized areas to students are (but not limited to), teachers' lounge, faculty restrooms, etc., unless accompanied by a faculty member. After classes end for the day, students are not allowed in the building except for school related activities such as athletics, clubs, meetings, rehearsals, tutoring, and detentions.

**22. PROJECTILES**-The throwing of any snowball, stone, or other missile is prohibited.

**23. RESTROOMS**-Restrooms are available during the passing time, lunch period, and in *emergency* situations during class time.

**24. SEXTING**-Use of a cellular phone, video recording device, camera, or other electronic device for the purpose of creating, sending, sharing, viewing, receiving, possessing, or storing an indecent visual depiction of oneself or another person is prohibited.

**25. STUDENT LANGUAGE-STUDENT EXPRESSION**-The administration reserves the right to prohibit expression that may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions or actions that are considered obscene to minors, are libelous or slanderous, injures, harasses or invades the privacy of other people; or disrupts the orderly operation of the school.

**26. THEFT**-The pilfering, theft, or illegal possession of another's property, including school property, and/or the taking of money, books, or other property through the use of threats, force or coercion is prohibited.

**27. VANDALISM/CARE OF SCHOOL PROPERTY**-The willful destruction of school property or the property of another individual is prohibited. A student which disfigures, defaces or destroys school property will be required to repair the damage or provide full monetary restitution for the damage in addition to any other discipline that may be imposed per District policy. This includes the writing on desks/lockers and lost or damaged textbooks. Altering or disabling a security device is prohibited.

**28. WEAPONS**-Any student who is determined by school officials to possess, use, transfer, or control a weapon on any school grounds, in any school bus, at any school sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, except where such possession, use transfer, or control is necessary to a legitimate part of a bona fide school program or activity, may be expelled for a definite period of time not less than one (1) year and not more than two (2) years, except as provided below.

For the purpose of this rule, "weapon" shall include, but not be limited to:

- Any type of "firearm", as defined in 430 ILCS 65/1.1, whether loaded or unloaded. The School Code also prohibits firearms as defined by 18 USC & 921 (US Criminal Code) and 720 ILCS 5/24-1 (Illinois Criminal Code).
- Any type "ammunition", as defined in 430 ILCS 65/1.1.
- Any type of "explosive material", as defined in 225 ILCS 210/1003(b).
- Any type of knife-like weapon.

- Any type of Billy club, brass knuckles, metal stars, or metal pipes.
- Any object which substantially resembles any of the objects listed above.
- Any object that is actually used to cause bodily harm to another person, attempted to be used to cause bodily harm to another person, or used to threaten bodily harm to another person, such as pepper spray and mace.
- Any item determined by school officials to have possessed, used, transferred or controlled in violation of this rule will be retained by school officials, and turned over to either a parent or legal guardian of the student at the end of the year or to the police.

The minimum length of expulsion may, in the Board of Education’s discretion, be modified in an individual case. Factors taken into account in such a decision may include:

- The seriousness of the student’s conduct.
- The history or record of the student’s past conduct.
- The likelihood that the student’s conduct will affect the delivery of educational services to other students.
- The severity of the punishment.
- The interests of the student.

The possession and/or use of any kind of pocket knife are prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the office until the end of the year where it may be claimed by a parent or guardian. Any student who uses a pocket knife as a weapon to threaten or harm another person during the school day or at any school sponsored and/or related activities shall be subject to the Board of Education’s disciplinary penalties for misconduct.

## **SOCIAL NETWORK PASSWORDS**

The school may request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the school has reasonable cause to believe that the student’s social networking account contains evidence that the student has violated a school disciplinary rule or policy. (105 ILCS 110/3.10)

## **DESTRUCTION OF PROPERTY**

If a student loses, destroys, or damages school property of books, he/she will be expected to pay for the loss. The administration will place a fair amount on the damage and notify parents of the cost. This act can lead to disciplinary action in accordance with the point system.

## **DISPLAYS OF AFFECTION**

The Board of Education hereby finds and determines that excessive displays of affection may cause substantial disruption to the educational process. All excessive displays of affection, including kissing and fondling, are prohibited anywhere on the school campus or during any school-sponsored event.

## GENERAL DISCIPLINE

When a student commits an act of gross disobedience or misconduct as defined by the School Board, the student's right to an education may be temporarily withheld (105 ILCS 5/10-22.6). No governmental agency, such as a school, may deprive a student of rights without due process of law. A student is entitled to procedural due process and must be allowed to present a defense and explain the circumstances of the actions in question.

The basic difference in suspension and expulsion is as follows:

1. A suspension is not to exceed ten (10) school days. An expulsion is from eleven (11) school days to a maximum of two (2) school years.
2. The Board of Education, the Superintendent, a Principal, or an Assistant Principal may suspend a student; only the local Board of Education can expel a student.
3. A student may be **SUSPENDED** after an informal hearing; a student may be **EXPELLED** after a formal hearing.

## SUSPENSION

The following procedures apply to suspensions:

1. Prior to any suspension, a conference will be held during which the student will be given written or oral notice of the charges against him or her, as well as any evidence to support the charges. The student will have an opportunity to respond to the charges.
2. A pre-suspension conference is not required 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, a student may be suspended immediately, with notice and conference to follow as soon as in practicable.
3. Any suspensions shall be reported immediately to the student's parent or guardian by mailing a written notice. The District will also make reasonable efforts to notify the parent or guardian by phone prior to the beginning of the suspension. The parent or guardian shall be informed of the reason for the suspension, the length of suspension, and their right to a review of the suspension by the School Board.
4. Upon the request of the parent or guardian, a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At such a hearing, the student has the right to a lawyer at the student's own expense to question the person who made the decision to suspend to present evidence, to call witnesses, and to make a statement on his or her own behalf.
5. A record of the proceedings will be made and retained by the School District and provided to the student upon reasonable reimbursement of incurred expenses.
6. If the suspension decision is reversed, all references to it in the student's records will be removed, and the School will give the student assistance necessary to make up missed school work.

## TYPES OF SUSPENSIONS

- 1. Temporary removal from an individual class: If a student is disobedient or disruptive, the pupil may be removed from the class temporarily.** The student will be assigned to another setting during the class period (usually the office). The student reports to all other classes. The student receives homework assignments and may participate in make-up tests. No parent notification is required and no appeal is authorized. In certain situations, a student may be taken home if the continued presence of that student (in the opinion of the administration) will continue to be substantial disruption in the school.
- 2. In-school suspension (directed study): Most district students who are suspended will be assigned to a “directed study” area, as determined by the administration.** Parental notification and due process will be given. During the period of in-school suspension, they will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises, except during the school hours. The student is expected to complete all assignments missed due to the suspension, including tests on a daily basis as required by the teacher. Use of electronic devices will be prohibited. Work must be completed manually.
- 3. Out-of-School suspension: A student may be suspended for up to ten (10) school days for acts of gross misconduct and/or persistent disobedience.** Parental notification and due process are required. During the suspension the student will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises during the period of suspension. This includes weekend events, if applicable. Work is allowed to be made up for 68% of what is earned. The parent or guardian is responsible for obtaining the make-up work for the student. Teachers will bring assignments to the office daily. All work is to be turned in to the office immediately upon arrival when returning from the suspension. Anything not turned in to the office upon arrival will result in a zero grade.

## EXPULSION

The following procedures apply to expulsion.

1. The student and the student’s parents will be notified of the expulsion and requested to appear at a School Board meeting to discuss their child’s behavior. The request shall be made by registered or certified mail and shall state the charges for dismissal (i.e. specific acts of misconduct), and the date, time, place, and purpose of the School Board meeting. The expulsion will not take place until after the School Board meeting.
2. At the hearing by the School Board, the student has a right to a lawyer at the student’s own expense, to question the person who made the recommendation to expel, to present evidence, to call, question, and cross-examine witnesses, and to make a statement on his/her own behalf.
3. A record of the proceedings will be made and retained by the School District and provided to the student or representative upon request and on a reimbursable basis.

In the interest of helping students, the School District may assist in providing or locating alternative educational opportunities for the suspended or expelled student. These opportunities may include alternative school settings. The Illinois State Board of Education provides information and assistance to school districts and students interested in educational alternatives within a school or off campus.

## OTHER DISCIPLINE ALTERNATIVES

Other discipline measures which can be taken by teachers and/or appropriate administrative personnel include, but are not limited to the following: (1) verbal reprimand, (2) parent conferences, (3) time out, (4) detention (lunchtime or after school), (5) loss of driving privileges, (6) withdrawal of privileges (including banishment from extracurricular activities), (7) behavioral contract, (8) peer counseling, (9) referral to counselor, (10) referral to social worker, (11) special assignments, (12) referral to police liaison officer, (13) rearrangement of class schedules, (14) directed study (in-house suspension), (15) restitution, (16) seizure of contraband, and (17) mandatory counseling.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. District employees are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

## DETENTIONS

Junior/Senior High detentions will be served during lunchtime or after school. Lunchtime detentions may be served the day of the incident; however, the date of the detention and reason will still be mailed home. Any staff member is authorized to write a Disciplinary Referral (D.R.), which may result in disciplinary action. **Failure to serve properly may result in more serious consequences. For example, refusal to serve lunchtime or after school detentions may result in an in-or-out-of-school suspension. In case of illness, the detention will be served on the next school day.**

### The rules to follow for detention are:

1. Students may not bring food or drink to detention.
2. During lunchtime detention, students will be served 1 hot lunch with white milk. No condiments, salt/pepper, or seconds are provided in lunch detention.
3. Sit in the seat assigned by the detention supervisor.
4. Bring enough material to keep busy the entire time. Failure to do so may result in rescheduling with additional detentions or in work tasks being assigned, or more serious consequences such as after school detention, or an in-or-out-of-school suspension.
5. No communicating with other students in detention.
6. No laying head or propping feet onto any desk or chair.
7. Follow all directions from the supervising teacher.
8. Students may be required to complete a reflective writing for each incident before completing the detention.
9. Lunch may be served after all other students have gone through the line.
10. Elementary students will serve after school detentions from 3:15-3:45 p.m. on selected days. Junior/Senior High School will be served for one hour after school on the assigned day(s).
11. Use of electronic devices will be prohibited. Work must be completed manually.

***In addition to the detention rules, the monitor may impose additional criteria to be followed.***

## SUBSTANCE USE/ABUSE POLICY

### RULES OF CONDUCT

Possession and/or use of any drugs, alcohol, tobacco, tobacco products or other intoxicants, as well as the possession, use, delivery, control of alcohol, drugs, drug paraphernalia, look-alike drugs, drugs prescribed for another, or other intoxicants is prohibited in any school context. This could include, but not limited to, the school grounds, the regular school program; a school sponsored activity including activities, which occur away from Northwestern Junior/Senior High School. It also includes other context clearly related to school functions, such as activities, which occur adjacent to school property, or school sponsored activities. These activities can occur before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school sponsored activity. Any student found in violation of this policy will be suspended for up to ten (10) school days per incident and will be subject to additional disciplinary actions including possible expulsion from school and all school activities (athletic participation and attendance, dances, prom, trips, and other activities deemed by the administration for one calendar year).

### Definitions

- A. **Tobacco.** For purpose of this policy, tobacco will mean cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked. (including electronic cigarettes or e-cigarettes)(Source: P.A. 86-821; 86-1028).
- B. **School Purposes.** Includes, but is not limited to, all events or activities or other uses of school property that the school board or school officials authorize or permit on school property, including, without limitation, all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate. (Source: 105 ILSC 5/10-20.5b).
- C. **Drugs.** Unless the context requires otherwise, the word “drugs” includes substances containing alcohol and/or mind altering drugs and substances recognized as drugs in The Physicians’ Desk Reference, Official United States Pharmacopeia, Official Homeopathic Pharmacopeia of the United States, or Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word “drugs” also includes substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.
- D. **Drug Paraphernalia-Possession Of.** “Drug paraphernalia” means all equipment, products, and materials of any kind that are peculiar to, marketed for, used in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician. Examples shall include, but not be limited to cigarette papers, pipes, holders of smoking materials of all types, cigarette rolling machines, and other items designed primarily for smoking or ingestion of tobacco products or of substances made illegal under any statute or of substance whose sale, gift, barter, or exchange is made unlawful under the Tobacco Accessories and Smoking Herbs Control Act, 720 ILSC 685.
- E. **Possession.** Any student who has possession or control of any alcoholic beverage, marijuana, and controlled substance other than as prescribed by a physician for that

individual, any other intoxicating substance, any “look-alike” intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. The term “possession” as used herein is defined to include the use of the student’s person, clothing, supplies, or automobile as well as school lockers, desks, or other school property for the storage of illegal substances.

- F. **Delivery.** Any student, who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia will be subject to disciplinary action. Delivery means a person’s immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment of other consideration.
- G. **Look-Alike.** A “look-alike substance” is a substance, which by dosage unit, appearance including color, shape, size, container and/or packaging, markings, or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or an illegal/controlled substance.
- H. **Under the Influence of Drugs.** A student is under the influence of drugs if his behavior or character is modified in any degree as a result of the ingestion, inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed “drunk” or “drugged” to be under the influence of drugs.
- I. **Using Drugs.** A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any school context.

## **PROCEDURES FOR REVIEW OF ELECTRONIC RECORDINGS**

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Administrator, including the Building Principal, Transportation Director, bus driver, and coach or other supervisor. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

## **PROCEDURES FOR SEARCHES**

### **INTRODUCTION**

The Principal or Designee may properly conduct or authorize a search of a student at Northwestern Junior/Senior High School, on the property, or on the school bus when the purpose of that search is to maintain the safety and discipline of the student body or to promote the orderly functioning of the educational environment. Searches will only be conducted for evidence of violations of law or Northwestern Junior/Senior High School expectations.

1. **Reasonable Cause-**Any search of students will only be conducted when a staff member has reasonable suspicion that the search will produce evidence that the student has violated or is violating with the law or District rules of student conduct, based on one or more of the following:

- a. Reliable reports or information from credible sources made known to school staff. If the source is anonymous, the information must show that the informant has a relationship to the school or student so as to give it credibility.
- b. Suspicious or evasive behavior suggesting violation of a school policy or law, or concealment of contraband, weapons, or stolen property.
- c. Observation of a student engaging in prohibited conduct or suspected prohibited conduct.
- d. Verbal statement of the student that he or she has a weapon/contraband or intends to harm students or staff with a weapon.
- e. The return of a student after having run away from the building and suspicion that the student went to a location where a weapon or other prohibited item would be available.

The Northwestern Junior/Senior High staff may also take into account the student's disciplinary history in the development of reasonable suspicion.

- 2. **Justifying the Procedure-** The scope for the search conducted must be reasonable related to the objective sought and the evidence searched for. The search shall follow the step-by-step process outlined in the Northwestern Junior/Senior High School Procedure. In determining if the search is related to the objectives sought, Northwestern Staff will consider:
  - a. The nature and severity of the violation to determine the permissible amount of intrusion into the student's privacy rights.
  - b. The area to be searched so that it will be no more extensive than required to serve Northwestern legitimate objectives.
  - c. The time and place where the search is conducted so that it will be as close as possible to the time and place of the suspected violation.
  - d. The duration of the search so that it will be no longer than to serve the school's legitimate objectives.
- 3. **Locker and Desk Searches-** Searches of lockers, desks, storage spaces, and other property owned by Northwestern School District #2 may be conducted at any time, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these areas.
- 4. **Searches of students and their Personal Belongings-** A search of a student and his/her personal belongings, including vehicles, will be conducted with reasonable cause and according to the Northwestern outlined procedures.
- 5. **Surveillance-** Surveillance shall only be conducted in hallways, classrooms, school buses, and other areas open to the public view where the students are permitted.
- 6. **Random Sweeps-** Random sweeps will only occur in cases of emergency where special circumstances require immediate action to avoid danger to persons or property.
- 7. **Police Involvement-** Police involvement shall be sought whenever Northwestern Officials uncover evidence of a violation of state law or when officials deem such involvement necessary or helpful in maintaining school or bus safety. The standard for a search or seizure by police is probable cause.

## SEXUAL HARASSMENT

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

- 1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of the student's academic status; or
- 2. Has the purpose of:



- a. Substantially interfering with a student’s educational environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile”, and offensive, “include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

### **DISTRICT NONDISCRIMINATION COORDINATORS**

Mr. Patrick Bowman, District Office  
 30953 Route 111  
 Palmyra, Illinois 62674  
 217-436-2442

Mrs. Brandi Maxedon, Jr./Sr. High  
 30889 Route 111  
 Palmyra, Illinois 62674  
 217-436-2011

### **TEEN DATING POLICY**

According to (105 ILCS 110/3.10) The Northwestern School Board policy has adopted a policy stating teen dating violence is unacceptable and prohibited and each student has the right to a safe learning environment.

### **DRIVING**

Students’ driving to school is a privilege and will be treated as such. By the fact that a parent permits his/her child to drive, the school will assume no responsibility for a student’s driving habits or motor vehicles. Students will be expected to abide by the following rules:

1. An authorization/registration form signed by the student and parent/guardian including a copy of current proof of vehicular insurance must be on file in the office before parking tags will be issued. This registration form must list **ALL** vehicles that the student might drive.
2. A vehicle tag is required for parking on campus and must be purchased yearly in the office. This tag must be clearly visible within the designated area.
3. Students will exercise extreme caution when operating a motor vehicle on school property. Speed limit- 10 miles per hour on school property.
4. Upon arrival at school, the vehicle is to be parked and locked, and must remain so until the end of the day. **Students must leave cars as soon as they park and not return until school is dismissed.**
5. Students will be assigned a numbered parking space.
6. Student parking is in the **main lot only**, not in the circle drive, the north end of the building, by the dumpster, or the tin shed.
7. Students **must** yield to buses.
8. Only students going north may use the north exit.
9. Violation of Student Handbook rules will result in point’s assessment and may result in the loss of driving privileges and/or revocation of parking privileges.

10. Refer to number four under Procedures for Searches (p.24). Violations of any of these rules can and will result in the loss of driving privileges or vehicle being towed at the owner's expense.

## EXTRA-CURRICULAR MISCONDUCT

While participating in extra-curricular activities (either as a participant or as a spectator), students will adhere to Northwestern Community Unit School District No. 2 Discipline Code as well as all federal, state and local laws. Student misconduct during extra-curricular activities may be handled similarly to misconduct taking place during school hours on district premises.

Appropriate disciplinary measures may be taken by the sponsor/teacher/coach as well as referrals to the administration for disciplinary action in the event of misconduct. This may cause the student to be removed from extra-curricular activities and/or positions of leadership (e.g., Student Council, FFA, etc.).

Students and parents are reminded that participation in activities is a privilege. Students must assume responsibility for their behavior during their participation and abide by any rules and codes as may be implemented. Student misconduct will result in points being assigned and may result in the student's temporary or permanent removal from extra-curricular activities.

At the conclusion of a game or extra-curricular activity, students are expected to depart the premises in a timely manner. Students who do not depart in a timely manner may be banned from future extra-curricular activities or events.

## STUDENT DRESS AND GROOMING

Students will be expected to abide by the following policies that are designed to create an environment conducive to learning.

All students in the Northwestern District, grades K-12, are expected to wear clothing in a neat, clean and well-fitting manner. Students are to use discretion in their dress and are not permitted to wear apparel that is distracting or obscene. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere or disrupt the educational environment or process.

- Dress and grooming shall not be contrary to curriculum goals and/or educational objectives or advertise, promote, or picture alcoholic beverages, illegal drugs, or illegal or violent behavior.
- Dress and grooming including accessories shall not display lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols.
- Bare shoulders, bare backs and bare midriffs are unacceptable. All attire is required to have a neckline, which does not show the chest or cleavage area.
- All tops/shirts must have sleeves. The following types of tops (but not limited to) are not permitted: halter tops, tube tops, tops with spaghetti straps, and tank tops which violate the conditions stated in the opening of this dress code.
- Severely ripped clothes and pajamas are inappropriate for school and are not allowed. No holes causing skin to be visible. No tights underneath of ripped clothes to cover skin.
- Clothing made of fishnet fabric is not permitted.
- Hemlines may not be any shorter than mid-thigh (finger-tip length). **No Soffe shorts.**
- Ragged hemlines or cut off hemlines that drag shall not be worn in the buildings.

- Properly fitting clothing is to be worn. Undersized, oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waist. Sagging is prohibited.
- Appropriate footwear must be worn at all times.
- Roller blade type shoes are prohibited.
- Coats, sunglasses, and head apparel (hats, bandanas, scarves, etc.) shall not be worn in the buildings during the school day. No book bags, bags, or purses shall be carried throughout the buildings during the school day. These items are to be locked in student lockers.
- Pierced jewelry other than earrings worn in the ear shall not be worn.
- Chains are prohibited.
- Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times.

**Students who violate this Dress Code will be required to immediately change into attire previously approved by administration. Failure to comply will result in designated consequences. They will not be excused during the time that it takes to be in compliance with the Dress Code. Interpretation will be the responsibility of the Building Administrator(s). These rules apply to all student activities and transportation under the direction of the school. The following point system reflects all student activities in the same manner.**

## **JUNIOR HIGH AND HIGH SCHOOL**

### **MISCONDUCT/POINT SYSTEM**

<i><b>Point</b></i>	<i><b>Discipline</b></i>
5	1 lunch detention
10	2 lunch detentions
15	1 after-school detention
20	2 after-school detentions
25	In-school suspension (1-3 days)/Bus Suspension
30	In-school suspension (1-3 days)/Bus Suspension
35	In-school suspension (1-3 days)/Bus Suspension
40	Saturday School (In-School Suspension 3-5 days)
45	Saturday School (In-School Suspension 3-5 days)
50	Saturday School (In-School Suspension 3-5 days)
55	Saturday School (In-School Suspension 3-5 days)
60	Out-of-school suspension (1-10 days)
65	Out-of-school suspension (1-10 days)
70	Out-of-school suspension (3-10 days)
75	Out-of-school suspension (3-10 days)
80	Out-of-school suspension (5-10 days)
85	Out-of-school suspension (5-10 days)
90	Out-of-school suspension (5-10 days)
95	Out-of-school suspension (5-10 days)
100	Out-of-school suspension with Disciplinary Probation
120	Out-of-school suspension with recommendation For alternative school placement or expulsion

**5 point violations**

Abuse of Hall Pass  
Cell Phone Violation  
Dress Code/Appearance  
Excessive Talking in Class (repeated incidents)  
Gambling  
In Parking-lot without permission  
Parking violation  
Leaving lunch area without permission  
Leaving school without permission/not signing out  
Not bringing materials to class (repeated incidents)  
Obscenity  
Projectiles  
Public Display of Affection  
Sleeping in Class (repeated incidents)

**10 point violation**

Class dismissal  
Disrespect toward staff  
Disruptive behavior/Mischief  
Forgery  
Graffiti/Minor vandalism  
Lunch room violation  
Lying to faculty/staff/administration  
Not returning to class after activity

**15 point violation**

Computer misuse  
Misconduct under substitute teacher  
Unsafe driving in parking lot  
Gang/satanic graffiti/symbols/signing  
Rough housing  
Cheating/plagiarism

**25 point violation**

Disruptive devices  
Truancy

**30 point violation**

Defiance of authority  
Fighting  
Possession/use of tobacco products  
Theft  
Theft/vandalism of less than \$150.00

**40 point violation**

**Gesture/Obscenity toward staff**

**Harassment of student**

**Intimidation of student**

**Bullying**

**60 point violation**

**Threat/intimidation/harassment toward staff**

**Theft/vandalism of \$150.00 or more**

**Zero Tolerance**

**Drug/Alcohol abuse, etc.**

**Assault/Battery of Staff member**

**Weapons possession/Use**

**False Fire Alarm**

**Bomb Threat**

**Explosive Devices**

**Gross Disobedience or misconduct**

## **MISCONDUCT POINT SYSTEM GUIDELINES**

**35 points-** Discipline Warning Letter will be sent home.

**55 points-** Required Parent Conference. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *55 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the *school counselor/social worker*. The purpose of this conference is to develop a plan so the student can be successful in school.

**75 points-** Required Parent Conference. If a senior, the student will be unable to go on the senior trip. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *75 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the school *administrator*. The purpose of this conference is to develop a plan so the student can be successful in school.

**100 points-** The student will be placed on School **Disciplinary Probation**.

1. A student that accumulates **100** misconduct points or violates the policies of the Board of Education concerning misconduct may be placed on **School Disciplinary Probation** by a school administrator.
2. A student placed on probation shall be required to abide by the school's rules on tardiness, attendance, behavior, and such other specific conditions of the probation as may be established.
3. If the student fails to abide by the conditions of his or her probation or reaches **120** misconduct points, he/she may be subject to Alternative School Placement or an Expulsion hearing before the Board of Education.
4. While a student is on **School Disciplinary Probation** he/she will have the opportunity to contract with his/her teachers and the administration to eliminate misconduct points.
5. While on **School Disciplinary Probation** the student will not be allowed to attend any after school extra-curricular activities home or away.

**120 points-** When a student accumulates **120** points under the misconduct points system, the student will be recommended for expulsion or alternative school placement. The length of the expulsion or the option of alternative school placement will be determined on a case-by-case basis.

**Points may be earned back through an approved behavior contract with both the teacher and administration.**

### **SATURDAY SCHOOL GUIDELINES**

Saturday School is intended to provide an alternative to the suspension of a student out of school. Students will receive a three hour (8:00 a.m.-11:00 a.m.) Saturday School assignment. The student will be expected to bring enough work to keep them busy during the time assigned. **If a student does not attend Saturday School, does not bring work for the time assigned, or is sent out for behavior, he/she will be suspended out of school for two days with no credit given except for major works.** This out of school suspension will be for the two days of school immediately following the Saturday School. The second time a student chooses not to attend an assigned Saturday School; he/she will be assigned three days out-of-school suspension and will no longer be assigned Saturday Schools for the remainder of the semester. Once a student has failed to successfully complete two assigned Saturday Schools during a semester, inappropriate behaviors that would normally result in Saturday School assignment will result in an out-of-school suspension. **STUDENTS WHO ARE ABSENT ON FRIDAY ARE STILL EXPECTED TO SERVE ANY ASSIGNED SATURDAY SCHOOL.**

The rules and procedures for Saturday School are as follows:

1. Students will be given two school days' notice before serving Saturday School so they can make necessary arrangements.
2. Students should report to the high school commons by 7:50 A.M. on the day assigned.
3. If a student is late, he/she will not be admitted.
4. Students will be seated by the supervisor.
5. Students will be given a short break at 10:00 A.M.
6. Food, drinks, electronic devices such as I-Pods and laptops are not permitted. Cell phones should be powered off.
7. Sleeping is not allowed.
8. The supervisor has the responsibility to maintain regular classroom discipline. A student may be sent out of Saturday School for violation of rules or procedures. If a student is sent out of Saturday School, he/she will serve a 2-day out-of-school suspension.
9. Saturday Schools are expected to be served even though a student might be assigned out-of-school suspension during the same time period.
10. Students attending Saturday School are expected to follow the School Dress Code and follow all other student handbook policies.
11. If school is cancelled on the Friday before Saturday School due to snow day etc., then Saturday School will be cancelled as well and will be rescheduled.

### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

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 District shall comply with the Individuals with Disabilities Education Improvement Act and the Illinois State Board of Education’s special education rules when disciplining special education students. No special education student will be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## GRADING SYSTEM-HIGH SCHOOL

In September of 1998, Northwestern High School changed to a weighted grading system. Under this system a student can receive extra grade point value for certain “honors” classes. These grade points are used to calculate class rank, grade point average and honor roll. They do not affect credit given in anyway.

Students wishing to enroll in honors classes must have at least a 3.0 cumulative grade point average.

Honors Class	Regular Class	Honors Class	
A 5.0	4.0	Biology II	U.S. History CP
B 4.0	3.0	Spanish II, III, IV	Psychology
C 3.0	2.0	Chemistry II	Advanced Math
D 2.0	1.0	Algebra II	Physics
F 0.0	0.0	English IV CP	Calculus

## CREDITS AND CLASSIFICATION

<b>Sophomore</b>	5 Credits	<b>Junior</b>	12 Credits	<b>Senior</b>	19 Credits
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## GRADUATION REQUIREMENTS

*Students must complete at least 7 semesters prior to graduation.*

English I	1 credit	Consumer Ed/HRM	.5 credit
English II	1 credit	Computer Application	1 credit
English III	1 credit	Driver’s Education	.5 credit
English IV	1 credit	Health	.5 credit
Three years of Math	3 credits	P.E. (3 years)	3 credits
U.S. History	1 credit	Electives	8 credits
Constitution Test	Pass	Freshman Seminar	1 credit
Additional Soc. St.	1 credit	Learning Strategies	1 credit
Biology I	1 credit	Band, Art, Foreign Language	
Physical Science	1 credit	or Vocational Education	1 credit

**Required total credits 26 credits**

## ADD/DROP CLASS

Students will be allowed to request in writing to drop or add a class up to the completion of the third day of the semester. All changes must have administrative approval. Students dropping a class after this period will receive a failing grade for the semester. The administration reserves the right to make exceptions to the policy on a case-by-case basis.

## SEMESTER AND FINAL EXAMS

All Northwestern Junior High students are required to take both first and second semester exams in each of their classes. High School requirements are as follows:

1. All students, **including Seniors**, must take first semester exams.
2. Seniors who's PSAT test scores Meet or Exceed the Illinois Learning Standards for a particular subject area may elect to be excused from that subject's first semester final.
3. Any senior participating in early graduation may be required to take semester exams.
4. Students with an "A" average\* in a class and no more than 3 days excused absences **for the entire year**, or "B" average\* and no more than 2 days excused absences **for the entire year** may elect to be excused from taking the second semester exam. Students starting a new class 2<sup>nd</sup> semester must have an "A" average\* and no more than 2 days excused absences or a "B" average\* and no more than 1 day excused absences to be exempt from the final exam. Any student with 1 or more unexcused absences will be required to take the final exams. \*the average will be calculated using 50% 1<sup>st</sup> Semester (Q1, Q2, and Semester Exam) and 50% 2<sup>nd</sup> Semester (Q3, Q4).
5. Any student not required to take an exam may elect to take the exam to raise their score. If the exam does not raise their score, the student may choose to disregard the exam score.

*The campus will continue to be closed during the exam periods as it is during the year. This means that students will not be allowed to leave the building without prior administrative approval. Exams are scheduled on a two-period basis for each class with each day having four exam periods possible. Semester and final exams count for 15% of the grade for all Northwestern Junior and Senior High School students.*

## JUNIOR HIGH PROMOTION-RETENTION

Junior High School students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria: **Grades 7-8:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained. Final course grades are determined by averaging the 2 final semester grades (sum of final grades for S1 + S2 divided by 2).

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**



The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **DANCES**

The student body at Northwestern has the opportunity to attend several dances during the year. The dress code for most dances will be casual with the exceptions of Homecoming (semi-formal) and Prom (formal). Northwestern students must register any out-of-school date with the office prior to the dance. In addition, all dances are grade level specific; meaning if it is a high school dance, no junior high students will be allowed to attend. The Board has also approved the use of a breath analyzer at all dances. The procedure for this is as follows:

1. All Northwestern students and their guest entering the dance area will submit to testing. Students should arrive in a timely manner; the breath analyzer is available for only one (1) hour after the doors open.
2. Any non-Northwestern person attending the dance as a date, regardless of age, will submit to testing. Refusal will result in denial of entrance to the dance.
3. Students not passing the test will be detained for parent pick-up and face school and/or legal discipline measures.

Other Regulations:

4. No one can leave the building and expect to return to the dance.
5. Students who are absent from school on the day of the dance, (or the last school day before the dance) for any reason (illness, suspension, expulsion, etc.) are not permitted to attend unless they have received prior permission from the administration.
6. Students who misbehave during the school year (as determined by the administration) may be banned from extra-curricular events and activities, including dances.
7. The sponsoring club or organization must clean up after the dance and put tables and chairs back in proper order before the time of the next scheduled class in the gym.
8. All dances must be placed on the school calendar and approved by the principal.
9. All school dances are considered to be an extra-curricular activity. Students must obey the discipline rules as listed in other parts of the student handbook.
10. The administration must OK all outside guests to student only dances.
11. Refer to number six (6) under Student conduct (p.16).
12. Dance guests 21 years and older need proof of a background check at the individual's own expense and it must be submitted to the High School Office one (1) week prior to the dance.

## **EDUCATION TO CAREERS (SCHOOL TO WORK)**

Some seniors (also juniors with prior administrative approval) may participate in our school-to-work program. Prior approval of the program director and documented employment are required. The school-to-work program is for 7<sup>th</sup> and 8<sup>th</sup> periods only.

## SENIOR TRIP

The year-end senior trip is a privilege, not a property right. Students who choose to display misbehavior during the school year are in jeopardy of losing the privilege of participating in the trip. Seniors who do not attend the senior trip are expected to attend school during the senior trip. A senior who is not achieving a 77% semester average and a 77% quarter average at the mid-term of the 4<sup>th</sup> quarter in a class which is required for graduation will not be allowed to participate in the senior trip. A senior with graduation in jeopardy or who has reached 75 points or more level on the discipline system, will not be allowed to participate in the senior trip. **Students who move into the district in the 2<sup>nd</sup> semester of their senior year may be subject to an increased fee to attend the senior trip. In addition, any senior with more than three (3) days of unexcused absences (8 periods of unexcused absences equal one full day of absence) or more than 6 tardies will NOT be eligible for the senior trip regardless if a deposit has been made. Trip deposits will not be refunded.**

## COMMENCEMENT DRESS CODE

Shorts, “flip-flops” and other attire deemed inappropriate by the administration will result in exclusion from commencement ceremonies.

## EXCLUSION FROM COMMENCEMENT

A student may be excluded from commencement for any or all of the following reasons:

1. Failure to abide by the commencement dress code.
2. Any inappropriate displays/behavior during the last week of school.

## ATHLETIC & EXTRA-CURRICULAR

When a student becomes a member of a team, club, and/or organization, it is both an **honor** and a **privilege**, and carries the responsibility of a leadership role. The student becomes very visible as a representative of the Northwestern School District and must represent him/herself in an exemplary manner. The student is therefore responsible for the following rules listed under the extra-curricular guidelines:

## EXTRA-CURRICULAR EXPECTATIONS AND PHILOSOPHY

The purposes of extra-curricular programs are to provide students with the opportunity to experience wholesome activities on an interscholastic level. From their participation, students should gain a sense of commitment, dedication, and demonstrate high standards of morality, attitude, and conduct. Extra-curricular activities are sponsored to help increase the overall educational experience of students in the Northwestern schools. Participation in extra-curricular events is considered a privilege.

## STUDENT RESPONSIBILITIES

Students involved in extra-curricular activities, whether as participants or spectators, are representing themselves, their family, their school, and the community when attending an extra-curricular event. They are expected to maintain a high standard of responsibility at these activities.

Students involved in extra-curricular activity will:

1. Display good sportsmanship.
2. Display a high standard of conduct.

3. Demonstrate respect for authorities/teachers, coaches, officials, and sponsors.
4. Display a spirit of cooperation.
5. Maintain a neat appearance when representing Northwestern School District.
6. Use appropriate language.
7. Abide by all school rules.

## COACHES

Coaches/Sponsors of Northwestern teams will:

1. Travel to and from all events with their players.
2. Supervise players before, during, and after practices and games.
3. Complete pre and post season inventories of all equipment and supplies.
4. Schedule all practices and games through the athletic office.
5. Excuse absences from practice or games due to player's religious obligations, medical appointments, funerals, or family emergencies.
6. Behave in an exemplary manner at all practices and games.
7. Complete any other duties as specified by the athletic director.

## SCHOOL FACILITIES/EQUIPMENT

All students are expected to maintain facilities and equipment in an orderly manner. Clean up after each use and leave the area looking as good as or better than it was found.

All equipment must be turned in before the athlete may begin practice for the next sport, receive report cards, or athletic awards. If equipment is not turned in, the athlete will be billed and/or law enforcement called.

## TRANSPORTATION

Students are required to ride to and from events with their coaches and teammates, *with the exception that* a student's parent or guardian may sign a student out at the event to ride home with the student's parent or guardian. Failure to abide by the requirements above is considered Defiance of Authority which is a 30 point violation.

For the Northwestern co-op practices and events, transportation will be provided when a driver is available.

## PRACTICE

Athletes are required to attend all practices during the season. If the student does miss, he/she must tell the coach before the practice missed. Medical appointments, religious obligations, funerals, or family emergencies are exceptions. Appointments for personal convenience (i.e. shopping, hair, work) **will not** be excused. The following sequence may be used when an unexcused absence from practice occurs:

- 1<sup>st</sup> Athlete is suspended for one quarter of the next game.
- 2<sup>nd</sup> Athlete is suspended from one game.
- 3<sup>rd</sup> Athlete is removed from the team.

## ELIGIBILITY

The following list is a guide as to what will be expected of student athletes and cheerleaders at all times:

1. In accordance with the IHSA/IESA policies, Northwestern will determine eligibility using a “no pass, no play” procedure. Participants are required to pass in all classes in order to be eligible for extra-curricular activities.
2. Grades will be checked on a weekly basis with the Athletic Director retrieving grades from the computer system on Thursday afternoon and the coach being notified on Friday of any player being academically ineligible. The grade used to determine eligibility would be the grade received if the semester ended on that day. Ineligible students will be held out of all contests from the following Monday through Sunday. Exception: Athletes cooping at Greenfield will follow Greenfield’s ineligibility timing. When athletes are ineligible because of grades, they are not allowed to dress for games or leave early to get ready for a game. It is the coach’s decision whether or not the athlete sits on the bench.
3. During the sports season any student who is academically ineligible will be allowed to practice but cannot participate in a competition.
4. If a student is ineligible or suspended from a game and he/she attends school that day, the student may be required to attend the game and sit with the team at the coach’s discretion. If a student is absent from school or the game due to illness or any other excusable reason that game will not count as the suspended contest.
5. If a student misses any part of the last four (4) periods of the school day because of illness or an unexcused absence, the student will not be allowed to participate in any team activity that day.
6. In order to participate in an interscholastic activity, students must complete the following prior to the first practice:
  - A. Have a current (less than one year old) record of a physical examination on file in the school office.
  - B. Have a current (present school year) signed student/parent insurance waiver form on file in the school office.
  - C. Have paid the activity fee per board approval.
  - D. Have a completed Photo form.

Failure to comply with any of the above criteria shall give the administrator, coach, or sponsor of said sport or activity the authority to release the participant for any number of games and/or extra-curricular activities.

## ATHLETIC PROGRAMS

Athletic programs, which may be offered at Northwestern Junior-Senior High School, are:

### Junior High Sports

Cheerleading  
Boys Basketball  
Volleyball

### High School Sports (With Greenfield)

Cheerleading  
Baseball  
Softball  
Football  
Girls/Boys Track  
Girls/Boys Basketball  
Volleyball

## **ATHLETIC EQUIPMENT USE**

Athletic equipment should not be worn in gym classes or elsewhere, other than in regular athletic contests or scheduled practices, unless directed by the Coach.

Athletes are responsible for all equipment and clothing issued to them or entrusted to them for their use. Damages or lost articles must be paid for a replacement cost.

## **GROOMING**

Athletes must wear their hair in a proper length that will not interfere with their safety and/or IHSA (IESA) regulations.

## **STUDENT/ATHLETE RULES OF CONDUCT**

All students/athletes must adhere to the rules and regulations of the *Extra-curricular Guidelines* that will be distributed and signed by parents and students prior to each season.

## **ATHLETIC PARTICIPATION FEE**

During the school year, all athletes must pay a participation fee. Co-op participation fees will be paid to the host school. The cost of the participation fee is \$35 for Jr. High Cheerleading, \$40 for Jr. High Basketball and \$40 for Jr. High Volleyball.

If the athletic participation fee cannot be paid and the student wishes to participate in a sport, he/she should contact the Athletic Director or Principal.

No athletic participation refunds will be given after the first official practice.

## **INSURANCE**

Students are covered against medical expenses for accidental injuries that occur while attending regular school sessions and participating in activities exclusively organized, sponsored and supervised by school employees, except for tackle football.

This coverage is provided as secondary insurance to parents and students in the local district. There will be no charge for the coverage as long as no additional expense is incurred for the plan by the district.

Certain exclusions and limitations will apply; even if a student/family already has insurance protection, the student accident coverage can help fill the gaps in the coverage left by deductibles or coinsurance payments. Applications for benefits are available in each school's office. The district assumes no responsibility for any accident or for the filing of claims. Claims must be filed immediately after an accident by the student/parent.

Co-op athletes must follow the Greenfield-Northwestern Athletic Co-op insurance guidelines.

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its

branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance form a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **EXTRA-CURRICULAR GUIDELINES**

- I. The major offense includes use or possession of alcoholic beverages, tobacco, drugs, narcotics, or hallucinating agents.

**OFFENSES & ACTIONS:**

**BOYS & GIRLS SPORTS**

FOOTBALL	VOLLEYBALL	TRACK
FB CHEERLEADING	BASKETBALL	
SOFTBALL	BB CHEERLEADING	
BASEBALL		

**ALCOHOL**

1 <sup>st</sup> Offense	2 Games	4 Games	2 Meets
2 <sup>nd</sup> Offense	6 Games	12 Games	6 Meets
3 <sup>rd</sup> Offense	(1) Calendar Year Suspension		

**ILLEGAL DRUGS**

1 <sup>st</sup> Offense	6 Games	12 Games	6 Meets
2 <sup>nd</sup> Offense	(1) Calendar Year Suspension		

**TOBACCO**

1 <sup>ST</sup> Offense	½ Game	1 Game	½ Meet
2 <sup>nd</sup> Offense	2 Games	4 Games	2 Meets
3 <sup>rd</sup> Offense	Rest of Season		

### **OTHER EXTRA-CURRICULAR ACTIVITIES**

In addition to the athletic programs listed above, the following extra-curricular activities will abide by the extra-curricular guidelines.

National Honor Society	Student Council	JH Service Club
HS FFA	FCCLA	JH FFA
Library Club	Drama Club	Science Club
Annual Staff	Spanish Club	Flags
Band Activities	Various Clubs	

**ALCOHOL**

1 <sup>st</sup> Offense	No participation in next 2 activities
2 <sup>nd</sup> Offense	No participation in next 4 activities

**ILLEGAL DRUGS**

- 1<sup>st</sup> Offense No participation in activities for 1 Semester
- 2<sup>nd</sup> Offense Suspension from Student Council from 1 year

**TOBACCO**

- 1<sup>ST</sup> Offense No participation in next activity
- 2<sup>nd</sup> Offense No participation in next 3 activities
- 3<sup>rd</sup> Offense Suspension from Student Council for 1 year

**ANY ALCOHOL, ILLEGAL DRUG, OR TOBACCO OFFENSE WILL RESULT IN ANY OFFICER LOSING HIS OR HER CURRENT POSITION.**

II. If the offense occurs in a season, the disciplinary action will be carried into the next season proportionately. This will be a season the athlete must compete. If the student athlete is out of season, she/he will have the option to substitute the following punishments. This does not apply to the in-season athlete. This applies to all activities, not only sports. **This is for the 1<sup>st</sup> offense only.**

**ALCOHOL**- 20 hour’s school service or 4 weeks extra-curricular suspension.

**ILLEGAL DRUGS**- 40 hour’s school service or 6 weeks extra-curricular suspension.

**TOBACCO**- 5 hour’s school service or 1 week extra-curricular suspension.

III. Before any suspension provided under these rules shall take effect, the student shall be verbally informed and advised by the head coach. Violations will not be accepted on hearsay.

IV. Rules and regulations may apply to association with a minor using or having in their possession any illegal substance as well as someone using it themselves.

V. any second offense during the out-of-season (within one year time frame), the student athlete may be punished during the next participating season.

VI. Students remain on probation for a period of 1 year after a disciplinary action. If he/she receives no major discipline in that year, they are released from probation and returned to original status.

VII. Each coach has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance, detentions, curfew, dress, general appearance, conduct, profanity, etc. These rules as well as the disciplinary action to be carried out will be set by the individual coach.

VIII. Athletic season dates are as follows:

High School

Volleyball	August to October (or end of State Tournament play)
Football	August to October (or end of Playoff participation)
Basketball	November to February (or end of State Tournament play)
Track	January to May (or end of State Meet participation)
Baseball	February to May (or end of State Tournament play)
Softball	February to May (or end of State Tournament play)

Jr. High School

Basketball	October to February (or end of State Tournament play)
Volleyball	November to March (or end of State Tournament play)
Summer Basketball	June
Football Passing League	July
Volleyball League	June and July

The above dates outline “In Season”. Punishments not completed during the season may be finished out of season through service work or carried over to the following. This will be decided by the coach with input from the athlete.

IX. Some punishment may be substituted through professional counseling provided the coaches, parents, athletic director, and student agree.

**NOTE:** Coaches reserve to counsel athletes and consult with parents as situations arise of in or out-of-season dates.

## IHSA REGULATIONS

Students must abide by IHSA regulations at all times. The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

## IESA ELIGIBILITY RULES

Students must abide by IESA guidelines at all times.

## SPORTS AWARDS

These awards are given to every athlete when they participate for a full season of a sport:  
1<sup>st</sup> year- Junior High N

Athletes may receive up to three (3) pins per sport.

In order to receive any award, athletes must finish the season with the team. The only exception will be in the case of illness or injury.

## ELEMENTARY (PRE-K TO 6) INFORMATION

### ADMISSION TO NORTHWESTERN ELEMENTARY SCHOOL

A child must be five (5) years of age on or before September 1 of the school year to enter kindergarten. A child entering kindergarten must present a certified copy of a birth certificate within 30 days of enrollment.

**A student will not be allowed to attend class after the deadline without a birth certificate or other legal evidence of a birth date.**

There is no provision for mid-year registration. If a child reaches his/her fifth birthday after September 1, he/she will not be eligible to enroll until August of the following year. Should a child be enrolled in an adjoining school district in this age group with the intent to enroll the child in



Northwestern Elementary School when he/she becomes five, the child will not be enrolled in District No. 2 until the following year. This violates the intent of the law and school policy.

## NORTHWESTERN ELEMENTARY SCHOOL'S GENERAL RULES

### GENERAL RULES

1. Treat others as you wish to be treated.
2. Stay in assigned areas.
3. Be prepared for class.
4. Show respect for personnel by following directions the first time they are given.
5. Keep hands, feet, and objects to yourself.
6. No name-calling, obscenities, crude gestures, teasing, roughhousing, or fighting.
7. Respect school property and the property of others.
8. Caps, hats, head coverings, and sunglasses are to be removed when inside the school building.
9. No cheating or copying each other's schoolwork.
10. No CD players or other electronic devices are allowed unless prior approval is given.
11. Students must obey Junior/Senior High School rules when in the Elementary building.

### RECESS PROCEDURES

Students will have Physical Education every day with Mrs. Fones and a morning recess before lunch every day. Students will go outdoors as much as possible. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should **always dress for outside recess**. When a child is unable to go outside, a note stating the reason should be sent by the parent or guardian to the teacher. If a child is to remain inside for more than 3 days, **a note from your doctor will be required**.

The general rules for these periods are:

1. Show respect for school personnel by following directions the first time they are given.
2. Stay in assigned area.
3. Keep hands, feet, and objects to yourself.
4. Stop playing and line up quickly when the whistle is blown.
5. Use equipment properly.

### GENERAL OUTSIDE PLAYGROUND RULES

The outdoor playground and equipment are designed for the children to enjoy in a recreational and safe way. Students are to remain on the designated area of play during recess. When the fields are wet or muddy, they will become off-limits. The following rules are provided as a guide for a fun and safe playground:

1. Misuse or destruction of the playground equipment will not be tolerated.
2. Tackle football is not permitted.
3. Kicking, wrestling, pushing, tripping, and spitting will not be tolerated.
4. No skates or skateboards are allowed.
5. All misunderstandings are to be settled by the supervising teacher.

6. You must ask the adult on duty if you need to re-enter the building.
7. Do not bring toys to school recess.
8. If a student brings something to recess that they shouldn't, the aide shall take away the item and return it after recess.

### **INSIDE RECESS RULES**

Generally, the students will remain in their classrooms during indoor recess.

1. Show respect for the school personnel by following directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Do not run, tag, chase, push, or shove others.
4. Do not throw balls or other objects in the room
5. Keep noise to an acceptable indoor level.
6. You must have permission from the adult to leave the classroom.

### **LUNCH ROOM**

1. Aides are in charge and may give directions to students.
2. Use good manners at the tables and at recess.
3. Students should sit where directed.
4. Students should keep voices low. Do not yell or scream while in the cafeteria.
5. Keep your hands and feet to yourself. Do not touch the food or trays belonging to others.
6. No toys are allowed in the lunchroom.

### **TARDIES**

Students in grades K-6 will be considered tardy if they are not in their rooms by 8:10 A.M. If a student arrives after 8:10 A.M., he/she is required to get an admit slip from the office. Parents have the responsibility by state law to have children in school at the start of the day.

### **ELEMENTARY STUDENT DISCIPLINE GRADES K-6**

We want your child's educational experience to be a very positive one. In order for your child to get the most out of his/her school day, good classroom discipline must be maintained. Teachers will maintain their own set of classroom rules and teacher aides will maintain cafeteria and playground rules. However, in some instances it may become necessary for the principal, special education director or social worker to become involved in your child's discipline. At the time when the principal or someone other than your child's teacher needs to become part of the child's school discipline; the following steps will possibly be implemented. Extreme and repeated instances may result in immediate isolation, suspension or recommendation for expulsion to the board of education. Intervention can be implemented at any level if the teacher has already implemented prior steps.

**LEVEL I ACTIONS:** Violation of classroom rules set by the teacher; violation of playground rules set by the teacher or aide; profanity; cell phone or other prohibited electronic device; and non-violent bus situations.

**LEVEL I CONSEQUENCES:** Disciplinary Referral and possible telephone call; verbal warning/counseling; parent contract; loss of recess; noon detention; after school detention. After the third violation for the same offense, an after school detention will be given. After six violations for any reason, an after school

detention will be given, and if the student continues level I actions then he/she will go to level II consequences.

**LEVEL II ACTIONS:** Repeated Level I behaviors; bullying behaviors such as teasing, taunting, threatening or indirect bullying behaviors that would socially isolate another through intentional exclusion; sexual harassment; theft; property damage; gross vulgarity; defiance, disrespect or flagrant disobedience; use or possession of tobacco or smoking materials; physical violence or deliberately harming another person; possession of contraband items; unauthorized use of cell phones during the school day.

**LEVEL II CONSEQUENCES:** Disciplinary Referral; possible parent conference; possible loss of privileges or after school detention; possible in school isolation or suspension; possible referral to social worker or school psychologist for observation and possible educational/behavioral evaluation; removal from class pending parent conference.

**LEVEL III ACTIONS:** Selling or transferring drugs on school grounds; possessing or under the influence of alcohol, drugs, or drug look-alikes on school grounds; possession of a firearm or any item that may be used as a weapon; deliberately harming or threatening to harm school personnel; continued or extreme sexual harassment; gross disobedience or misconduct as defined by board policy which is defined in student handbook.

**LEVEL III CONSEQUENCES:**

1. If a student is found selling or transferring drugs on school grounds the student will be given an immediate 10 day suspension, law enforcement authorities will be called.
2. If a student is found using or possessing drugs or any other intoxicants on school grounds the result will be up to 10 days suspension; notifying authorities;
3. Possession of a firearm, explosive device or any other item that can be construed as a weapon will result in a 10 day suspension; confiscation of weapon; notification of authorities; and recommendation to the school board for expulsion. A student who is determined to have brought a firearm or other weapon to school; any school sponsored activity or event which bears a reasonable relationship to school, shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board of education on a case by case basis.
4. Striking, threatening or attempting to harm any employee of this school district will result in a 10 day suspension with recommendation for expulsion made to the school board. Law enforcement authorities will be called.
5. Any action which in the opinion of school authorities constitutes gross disobedience or misconduct as defined by board policy as defined in student handbook will result in out of school suspension for up to ten (10) days with a possible recommendation for expulsion to the board of education.

## **PROMOTION-RETENTION**

Elementary school students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria:

**Primary Grades 1-3:** Students shall be doing passing work/making progress in core subjects according to the following grade level requirements.

**First Grade:** It is critical that the student must pass/be making progress in reading. It is strongly recommended that the student be passing math as well.

**Second and Third Grade:** the student must pass/be making progress in Reading and Math.

**Grades 4-6:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained.

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **PRE-KINDERGARTEN PROGRAM**

Our Pre-K program is funded by a grant from the State of Illinois and is tuition free. The purpose of the grant is to seek and to provide opportunities to children, age 3 to 5 (non-kindergarten age), who have been screened and identified in need of early intervention. The criteria used for placement are as follows:

1. Developing in developmental areas (cognitive, speech and language, social emotional, fine motor, and gross motor) and,
2. Other at-risk factors including health-related or family issues may also influence eligibility into the program. The entire Pre-K staff will strive to provide opportunities for young children that will strengthen their potential in all developmental areas and enable them future success in school.

Our goal is to prepare young children with life-long learning skills for success in future schooling. This goal is accomplished through a developmentally appropriate program of “hands-on” experiences necessary for success within the school environment. The preschool year will mainly focus upon language and social development. The educational program will include:

- a. Reading and Writing readiness
- b. Language development
- c. Personal and Social development
- d. Fine and Gross Motor skills
- e. Auditory/Visual coordination
- f. Science appreciation
- g. Social Studies appreciation
- h. Music appreciation
- i. Health and Safety
- j. Field Trips

The curriculum will be based on learning centers with children’s project planning and choice making because young children learn best by doing. Play is the work of young children.

An important element in the success of our Pre-K program is the parental involvement component. Parent involvement is an invaluable part of a child’s education, because parents are their child’s first teachers. We want parents to be active participants in the education of their child. There

are monthly opportunities for parent participation. This includes home visits, classroom visits for interaction between parent and child, parenting classes, parent-teacher conferences, and family nights with educational components, parent information nights and field trips.

## **MEDICAL**

Any illness or injury should be reported to the office. An accident report will be filled out on the student's injury. If the injury or illness appears to warrant it, parents will be contacted for information and instruction. It is important that all pertinent information regarding home address, home phone numbers, parents' place of employment and employment phone numbers, as well as emergency contacts, be kept current in case emergencies arise.

Parents of students with special medical needs (e.g., hemophilia, diabetes, epilepsy, etc.) should inform the school nurse or building principal of such conditions so that appropriate action may be taken when and if necessary. **The student's physician should supply information pertaining to health conditions and/or physical restrictions.**

## **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

Parents/guardians shall present proof that the student received a health examination by a licensed physician and immunizations against, and screening for, preventable communicable diseases, as required by Illinois Department of Public Health, within one year prior to:

1. Entering Pre-Kindergarten, Kindergarten, sixth and ninth grades.
2. Entering school for the first time.
3. Transferring from a school out-of-state or out-of-country.

It is a school policy that all students participating in athletics must have an annual physical examination and be in compliance regarding immunization.

If a student does not comply with the requirements for physical examinations or immunizations by the first day of student attendance of the current school year the student will be excluded from school until proof of having received such or written proof of a scheduled appointment is presented to the district office. Transfer students will have 30 calendar days from their first day of enrollment to meet these requirements.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520).

## **EYE EXAMINATION**

Parents/guardians of students entering Kindergarten or school for the first time shall present proof before October 15 of the current school year that the student received a comprehensive eye examination by a qualified eye doctor such as an optometrist or ophthalmologist within one year prior to entry of school.

If proof is not submitted by October 15 the student's report card may be held until such proof is presented.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to an eye doctor.

## **DENTAL EXAMINATION**

All students in Kindergarten, Second and Sixth grades must present proof of having been examined by a licensed dentist before May 15 of that school year in accordance with rules adopted by the Illinois Department of Public Health.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to a dentist.

## **VISION AND HEARING SCREENINGS**

Vision and hearing screenings will be given to required students on an annual basis.

## **PARENTAL MEDICAID NOTIFICATION**

Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR part 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

## **CONTAGIOUS DISEASES**

Students suspected of having any contagious disease will not be permitted to remain at school unless authorized by a physician. In all cases, school officials shall be governed by the orders of local health officers of the State Board of Health offices.

## **HEAD LICE**

The school nurse will screen the students individually or by classrooms as indicated by the prevalence of head lice. When a student is identified with signs of head lice the following steps will be taken:

1. The parents or a responsible adult will be notified if signs of head lice are present and the student will be sent home. Written and verbal information will be provided to assist parents in the treatment of head lice. The student's hair must be treated and the nits removed.
2. Students will not be allowed to attend school if they have lice or nits.
3. The personnel in that school should screen siblings attending other schools.
4. Parents must make an appointment to have the student re-screened by the school nurse before returning to school. The parent or responsible adult must accompany the student for this screening. To schedule an appointment, call the school nurse at (217) 436-2442.

## **PRESCRIPTION/NON-PRESCRIPTION DRUGS AND THE ADMINISTRATION OF MEDICATION**

The purpose of administering medication to a student during school hours and related activities is to provide the most favorable condition of health conducive to his/her education curriculum.

If it is considered necessary for a student to take prescription or non-prescription medication at school, the following procedures (recommended by State Board of Education and Illinois Department of Public Health and American Academy of Pediatrics) must be carried out to provide a safe and healthy method of administration.

1. The parents or guardians must get a written request for prescription or non-prescription medications from the student's licensed prescriber to be presented at school before the medication can be administered to the student. This request must include the following information: student's name, licensed prescriber and signature, name of medication (dosage, route of administration, frequency and time of administration), date of prescription, date of order, discontinuation date, diagnosis requiring medication and other pertinent information, intended effect of medication, other medications the student is receiving, and the time interval for re-evaluation. This request will be kept in the school health files.
2. It is the responsibility of the parents or guardians to bring the licensed prescriber's request with written permission from parents or guardians, and medication to school.
3. All prescription medication must be brought in the original pharmacy container.
4. With a current doctor's orders, urgent non-prescription medications may be given to children who experience sudden, sub-acute illness such as headaches, toothaches, menstrual cramps, upset stomach, etc. Parents must provide all non-prescription medications and they must be brought to school in manufacturer's original container with the student's name attached to the container. Manufacturer recommended dosing schedules will be followed on all non-prescription medications unless written instructions are received from your licensed health care provider.
5. All medications will be stored in a secure area in the Junior/Senior High Office, Elementary Office, or Medical Office. Students may not carry and self-administer other common medications, such as acetaminophen, ibuprofen, cough drops, etc.
6. The person administering the medication must document each dose of medication. Documentation must include the following information: name of medication, time dosage, route, and signature of the person administering or supervising the student in self-

administration. If the medication is not administered as requested, the reason will be documented and signed.

7. At the end of the treatment regime, the parents or guardians will be responsible for removing any unused medication from the school office. If the medication has not been picked up by the end of the school year, the medication will be destroyed and documentation will be noted in the student health file.
8. All permission for long-term medication must be renewed annually. If there are any changes in medication, there must be written authorization from the licensed prescriber.
9. A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and /or medication, or the storage of any medication by school personnel". (Policy 7:270)

**The school district retains the discretion to reject requests for administration of medication.**

## **HOMEBOUND INSTRUCTION**

Homebound instruction is for those students who are unable to attend school due to physical or other medically related problems. Parents should notify the building principal of the need for their child to participate in homebound instruction. To qualify as a homebound student, the student must submit a physician's statement to be kept on file and complete an application for home services signed by the physician.

## **STUDENT TRANSFERS**

A student seeking admission to a district school must meet all residencies, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. A student must also present a completed "good standing" form from the school form which the student is transferring.

In accordance with Section 2-3, 12 (a) of the School Code, all public school districts are to provide this form to any student who is moving out of the school district to verify whether or not the student is "in good standing" and whether or not his/her medical records are up-to-date and complete as defined in Section 2-3 13 (a). "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to attend classes, as of the date of the form. No public school district is required to admit a student unless he or she can produce this form from the student's previous public Illinois School District enrollment.



## **STUDENT WITHDRAWAL**

Any student withdrawing from school to go to another school system is required to have a withdrawal record. The following information will be included:

- a. Good standing form
- b. Clearance list (texts and P.E. locks turned in)
- c. Estimated grades to date
- d. Administrative clearance (fees paid)

Please notify the school a few days in advance of the last day the student will be in attendance.

## **NO CHILD LEFT BEHIND**

No Child Left Behind (20 USC 6311 (h)(6)) requires each school district that receives Title I funds to notify parents that, they may request, and the school district will provide, information regarding the professional qualifications of their student's teachers, including at a minimum:

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

## **SCHOOL VISITATION RIGHTS**

Illinois law requires that employers grant employees leave of up to a total of 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to their children if the conferences or classroom activities cannot be scheduled during nonworking hours. However, no leave may be taken by employees unless they have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to them except sick leave and disability leave. Before arranging attendance at conferences or activities, employees must provide their employers with a written request for at least 7 days in advance. In emergency situations, no more than 24 hours' notice is required. Employees must consult with their employers to schedule leave so as not to disrupt unduly the operations of their employers. Leave provided for visitation does not have to be paid leave.

For the purpose of this notice:

"Employee" means a person, except an independent contractor, who performs services for hire for an employer for:

1. At least 6 consecutive months immediately preceding a request for leave; and
2. An average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months

"Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or nonprofit organization.

## **SCHOOL FEES**

Under certain circumstances, waivers for some school fees may be granted. Contact the office for further information.

### **ILLINOIS SCHOOL STUDENT RECORDS ACT**

The Illinois School Student Records Act divides school student records into “student permanent records” and “student temporary records”.

“Student permanent records” contain the minimum personal information necessary for the education of students. Such information shall include a student’s name and address, birth date and place, gender, parents’ names and addresses, academic transcript including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, attendance records, accident reports and health record, record of release of permanent record information, scores received on all State Assessment tests administered at the high school level, and such other entries as the Illinois State Board of Education may require or authorize; and may include honors and awards received, and information concerning participation in school-sponsored activities or athletics.

“Student temporary records” contain all information within school student records not contained in student permanent records. Such information shall include a record of release of temporary record information, scores received on State Assessment tests administered at the elementary grade levels, information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or a sanction, information required under Section 8.6 of the Abused and Neglected Child Reporting Act, and may include a student’s family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations or anecdotal records, participation in extra-curricular activities, including any offices held in school-sponsored clubs or organizations, honors and awards received, special education files, and other information of clear relevance to the education of the student. Temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school.

### **RIGHT TO INSPECT AND COPY SCHOOL STUDENT RECORDS; LIMITATIONS; COST FOR COPYING**

A parent or any person specifically designated as representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent’s child. A student has the right to inspect and copy his or her school student permanent record.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. No school employee shall disclose to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner’s child or children are enrolled. A copy of the order of protection shall be maintained in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection.

The cost for copying school student records shall be the actual cost of providing a copy or copies, provided that such costs shall not exceed \$ .35 per page. No parent or student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

## **CONTROL OF ACCESS AND RELEASE OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No. 2 reserves the right to control the access to and release of school student records. The District has the right to request a copy of any information released. All rules and regulations developed by the Illinois State Board of Education in compliance with the Illinois School Student Records Act, the Family Educational Rights and Privacy Act and the Freedom of Information Act will be observed by Northwestern CUSD No. 2.

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 the Illinois School Student Records Act or its regulations.

School student records or information contained therein may, consistent with Illinois law, be released, transferred, disclosed or otherwise disseminated, without parental consent, to the following:

1. A parent, student or person specifically designated as a representative by a parent;
2. An employee or official of the District or Illinois State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. Official records custodians of another school in which the student has enrolled or intends to enroll, upon request of such official or student;
4. Any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
5. Any person pursuant to a court order;
6. Any person specifically required by State or Federal law;
7. Juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court;
8. Subject to regulations of the Illinois State Board of Education, in connection with an emergency, to appropriate persons if the information is necessary to protect the health or safety of the student or other persons;
9. Any person with the prior specified dated written consent of the parent designating the person to whom the records may be released;
10. A governmental agency, or social service agency contacted by a governmental agency, in furtherance of an investigation of a student's school attendance;
11. SHOCAP committee members who fall within the meaning of "state and local officials and authorities", as those terms are used within the meaning of the Family Educational Rights and Privacy Act, for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; and
12. The Department of Public Aid in furtherance of the requirements of the School Code or the School Breakfast and Lunch Program Act.

## **RIGHTS AND PROCEDURES FOR CHALLENGING SCHOOL STUDENT RECORDS**

Parents have the right to challenge the accuracy, relevance or propriety of any entry in the school student records of their child, exclusive of:

Academic grades of their child; and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring.

Parents also have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in the record.

Northwestern CUSD No. 2 shall abide by the procedures prescribed by the Illinois State Board of Education when a challenge is made. Parents who desire to challenge school student records of their child may request a hearing by submitting a written request to the District, which said request shall contain notice of the specific entry or entries challenged and the basis of the challenge. Challenge procedures shall include the following:

1. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated.
  - A. A hearing officer, who is not employed in the school in which the student is enrolled, shall be appointed by the school.
  - B. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
  - C. At the hearing each party shall have the following rights:
    1. The right to present evidence and to call witnesses;
    2. The right to cross-examine witnesses;
    3. The right to counsel;
    4. The right to a written statement of any decision and the reasons therefore; and
    5. The right to appeal an adverse decision to an administrative tribunal or official established or designated by the Illinois State Board of Education.
  - D. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
  - E. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parents and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
    1. To retain the challenged contents of the student record;
    2. To remove the challenged contents of the student record; or
    3. To change, clarify or add to the challenged contents of the student record.
  - F. Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures.
  - G. Upon receipt of such documents, the Regional Superintendent shall examine the documents and record to determine whether the District's proposed action in regard to the student's

- record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school with 20 school days of the receipt of the appeal documents.
- H. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located (see Section 7(c) of the Act).

#### Directory Information and Disclosure

Information that may be designated as directory information shall be limited to:

1. Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses;
2. Academic awards, degrees, and honors;
3. Information in relation to school-sponsored activities, organizations, and athletics;
4. Major field of study, and,
5. Period of attendance in the school.

"Directory Information" may be released to the general public, unless parent requests that any or all such information not be released on his/her child.

### **DESTRUCTION OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No.2 annually reviews all school student records. Student permanent records are retained for not less than 60 years. Student temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school. Parents of students and students who graduated or left this school prior to five years ago are hereby notified that if they wish a copy of their temporary records before they are deleted or destroyed, they must make that request to the records custodian, at Northwestern Elementary School, 436-2442, or Northwestern High School at 436-2011. The scheduled destruction date of temporary records is August 15 of each year. Questions regarding school student records and procedures should be directed to the school district superintendent.

### **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extra-curricular opportunities shall be available for all students without regard to, race, color, national origin, ancestry, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, on the basis of sex or disability, be discriminated against in the provision of programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extra-curricular programs and activities.

Any individual may file a sex-equity, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described below.

The Superintendent and Building Principal will use reasonable measures to inform staff members, students, and parents/guardians of students of this policy and grievance procedure.

## **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with disabilities Education Act, 20 U.S.C. 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, program;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 9300006; or
12. Provision of services to homeless students.

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

### **STEP 1-FILING A COMPLAINT**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed. Upon receiving a complaint, a Complaint Manager shall inform the Superintendent of the substance of the complaint, unless the complaint involves the Superintendent, in which case the Complaint Manager shall inform the President of the School Board of the substance of the complaint. District Complaint Manager: Patrick Bowman

## **STEP 2-INVESTIGATION**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except; (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Step 3. The Superintendent will keep the School Board informed of all complaints.

## **STEP 3-DECISION AND APPEAL**

Within 5 school days after receiving the District Complaint Manager's report, the Superintendent or School Board President shall mail his or her written decision to the Complainant and Complaint Manager via U.S. first class mail.

Within 5 days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's or School Board President's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the School Board's decision, the Superintendent or School Board President shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of the School Code and, thereafter, to the state Superintendent pursuant to Section 2-3.8 of the School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

## **TITLE IX**

The Northwestern Community School Board of Education has adopted a policy which meets the requirements set forth in Title IX of the Education Amendments of 1972, which states: "No person shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered in this school."

## **SPECIAL EDUCATION**

The Northwestern Community Unit School District No. 2 offers a free and appropriate education to all children. Any child between the ages 3-21 residing in the school district is eligible for special education services if he/she is determined eligible by a multi-disciplinary team.

The Northwestern Elementary School provides:

- a. An annual screening of all children between the ages of 2 and 5.
- b. Hearing and vision screening at regular intervals.

- c. Speech and language screening upon initial enrollment in school.
- d. An on-going annual screening by teachers and other professional personnel for possible referral of those children who exhibit problems that interfere with their educational progress and/or adjustment to their educational setting.

Referrals for preliminary evaluation may be made through the building principal, by school district personnel, the parent of a child, community service agency personnel having primary care and custody, other professional persons having knowledge of the child’s problems, the child or the State Board of Education when there is reason to believe that a child may require special education. Parents and other members of the community may review a copy of the Rules Governing Special Education at the Superintendent’s office.

### **EDUCATIONAL PROGRAMS**

- 1. All students have access to all courses without regard to sex.
- 2. Graduation requirements are identical for all students.
- 3. Cheerleaders may be either male or female.
- 4. Physical Education classes will be integrated by members of both sexes. Separation of students by sex will be made in the following activities:
  - a. When dealing with human sexuality.
  - b. During such activities as wrestling, boxing, football, basketball, and other bodily contact sports.
  - c. Vocal Music-separation of persons based on vocal range and quality.

### **ASBESTOS WARNING/PUBLIC NOTIFICATION**

The following public notification is being released for compliance with the regulation of the Federal AHERA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan are on file for review at the Superintendent’s office.

This notification is to inform building occupants of the potential hazard and locations of materials containing asbestos. 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 any materials containing asbestos. Materials containing asbestos have been found in the following buildings: Northwestern Community Unit Schools (N.W.C.U.S.D. #2). Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

### **SCHOOL SECURITY DRILLS**

School security drills are as follows:

- 1. Fire 3
- 2. Tornado and Severe Storm 1
- 3. Earthquake and Evacuation 1
- 4. Armed Intruder 1

Failure to cooperate during a security drill is considered defiance of authority which is a 30 point offense.



## SCHOOL SONG

On Northwestern, On Northwestern  
Make that scoreboard climb  
Pass the ball right down the floor (field)  
A basket (touchdown) sure this time  
Rah, Rah, Rah  
On Northwestern, On Northwestern  
Fight on for your fame  
Fight fellows fight and we will  
Win this game!

Mascot-Wildcat

School Colors-Green and Gold

## ARRIVAL AND DEPARTURE

The doors at Northwestern are opened at 7:45 A.M. Students are dismissed daily at 3:00 P.M. at the elementary and 3:06 P.M. at the Junior/Senior High School.

**If your child will not be riding the bus home in the evening he/she must have a note from parents or he/she will be sent home on the bus.**

Parents need to notify the school if anyone other than the parent(s) is to meet their child at school. When the parent or designee comes to meet a child, the person should first check in at the office. If a divorce decree stipulates no parental visitation at school, the district needs a copy to put in the student file.

## SCHOOL CANCELLATION

School cancellation could occur due to extreme weather or any other unforeseen circumstances. Anytime school is cancelled the automated telephone notification system, SchoolMessenger, will be utilized. A working telephone number should be on file in the central office. Cancellations will also be posted to the following:

### TV Stations:

Channel 2 St. Louis  
Channel 4 St. Louis  
Channel 5 St. Louis  
Channel 20 Springfield

### Radio Stations:

WSMI 1540 AM, 106.1 FM

**Please have alternative plans for your children in case of emergency dismissals.**

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**Northwestern Community Unit School District No. 2**  
**Student Handbook**  
2014-2015

**FOREWARD**

This book is designed to give, in convenient form, important information about Northwestern Community Unit Schools. It is hoped that it may assist new students in adjusting themselves to the life of the school and that it may be a consistent reminder of the school's general procedures, ideals, and traditions. The goal of Northwestern is to create an environment where all students will be able to learn and participate in the many extra-curricular activities. Students are urged to read this book carefully and to keep it for reference throughout the year.

The superintendent, with input from the parent/teacher advisory committee, shall prepare disciplinary rules implementing the Northwestern School District's disciplinary policies. These disciplinary rules shall be presented annually to the Board of Education for review and approval. It takes all of us, including staff, students, parents, and community working together to accomplish this goal. Let's strive to make everyone proud to be a Wildcat.

We are required to have on file signatures of parents/guardians indicating they have received the student handbook. Handbooks will be distributed at the time of registration.

**HANDBOOK DISCLAIMER**

This handbook is not intended to create a contractual relationship with the student, nor is it an exhaustive list of District policies; rather its summary of District policies intended to describe the school, its current practices, procedures, rules and regulation (code of conduct), etc. Membership or participation in a school-sanctioned activity is a privilege and not a property right. As such, the Board of Education and the administration reserve the right to make modifications and/or policy changes when needed. Students and parents will receive the changes in a timely manner. A complete list of District policies is available on the schools website [www.northwestern.k12.il.us](http://www.northwestern.k12.il.us).

**VISION STATEMENT**

The vision of the Northwestern School District is to prepare all students to be academically, socio-emotionally, and technologically proficient in order to become productive members of society.

**MISSION STATEMENT**

The mission of Northwestern Community Unit School District No. 2 is to provide students with the opportunity to grow academically, technologically, and socially to become productive citizens within the community. This includes a commitment of parents, teachers, administrators, and students to work toward the completion of this mission.

## **EDUCATIONAL PHILOSOPHY**

### **Specifically, the educational program should make it possible for the student to:**

1. Attain, commensurate with cognitive abilities, optimum proficiency in reading, writing, listening, speaking, social studies, science, and math skills, both computational and problem solving.
2. Develop an understanding of self: personality, strengths, weaknesses, and general capabilities.
3. Develop an ethical sense of community, which will help the personal manifestation of tolerance, kindness and justice to all others.
4. Develop an appreciation for interpersonal relationships, both in the family and in the community.
5. Develop skills for effective participation in the democratic process.
6. Develop knowledge and understanding of the natural and physical environment.
7. Develop economic competence as a consumer.
8. Develop marketable skills and vocational competence.
9. Explore and develop an appreciation of the fine arts.
10. Develop wise use of leisure time.
11. Develop zeal for continuous learning and self-improvement.
12. Be exposed to the world of work.
13. Develop technologically literate students.

### **Furthermore, every effort should be made in the educational program to:**

1. Make the best use of the physical plant that was provided by the taxpayers.
2. Secure the judgment of the Board of Education in the selection and approval of the best personnel.
3. Advise and inform the public from time to time of all school activities and to seek their advice.
4. Provide the highest type of moral, ethical and professional leadership.
5. Inform the employed personnel of any actions of the Board of Education pertinent to his/her particular interests.
6. Maintain priorities consistent with the educational goals and philosophy of the District.

And finally, realizing that the final success of the educational program is measured in terms of the accomplishments of the student, the educational program should:

Foster in the student self-discovery, self-awareness, and self-discipline, enabling him/her to realize his/her worth as a human being and to formulate a personal set of values and goals.

Develop a positive attitude toward and practice of those disciplines which will produce a healthy mind and body.

Develop awareness of present and past cultures and civilizations, acquainting the student with the variations in mankind's cultural patterns and with the evolution of his/her national and cultural heritage.

Stimulate intellectual curiosity, guiding the student to learn how to seek further knowledge by familiarizing him/her with the resources and challenges of the world around him/her.

Provide fundamental career concepts and skills, developing in the student a foundation for further career training.

Direct the student in becoming proficient in the art of verbal and nonverbal communication.

Encourage an appreciation of beauty and to assist the student in developing a capacity for aesthetic perception, creation and judgment.

Encourage the student to discover and build from his/her individual strengths and develop an awareness of the value of striving toward excellence and mastery of skills.



Help the student learn to deal effectively with other people, while encouraging him/her to develop sensitivity to the needs and values of others and a respect for individual and group differences.

Develop social and personal responsibility involving the student in decision-making process and problem-solving activities as he/she works toward constructive change.

Help the student recognize the basic laws that explain the behavior of the universe and to help him/her use these laws to predict natural phenomena and to determine their impact on his environment.

Help the student realize his/her relationship to his/her fellow man through learning about man and man's laws and how to live in harmony with them.

Develop an understanding of consumer education concepts and economic principles for the purpose of achieving within the framework of the student's own values, maximum utilization of, and satisfaction from, one's resources.

## **STUDENT RESPONSIBILITY**

Northwestern Schools have the responsibility to provide a quality education to all students who attend these schools. Students have the responsibility to understand and observe all rules and regulations, and to conduct themselves in a manner that will result in the development of productive citizens. These rules and regulations are not limited to school property but also include all reasonable involvement of school activities and events (field trips, bus stops, post prom activities and all extracurricular events).

## **COMMUNITY RESPONSIBILITY**

We welcome the community and encourage community participation. All visitors are required to report to the office upon entering any building on campus. Parents wishing to visit the schools are encouraged to call the office to set up an appointment. The presence of former students in the school is discouraged during school hours.

## **ADMINISTRATION**

Mr. Patrick Bowman, Superintendent/Elementary Principal.....	436-2210
<a href="mailto:pbowman@northwestern.k12.il.us">pbowman@northwestern.k12.il.us</a>	
Mrs. Heather Haley, Assistant Elementary Principal .....	436-2442
<a href="mailto:hhaley@northwestern.k12.il.us">hhaley@northwestern.k12.il.us</a>	
Mrs. Brandi Maxedon, Junior/Senior High Principal.....	436-2011
<a href="mailto:bmaxedon@northwestern.k12.il.us">bmaxedon@northwestern.k12.il.us</a>	
Elementary/Unit Office.....	436-2442
Junior/Senior High Office.....	436-2021

## LUNCH PROCEDURES & PRICES

1. This district received a grant for 2012-2015 which allows all students to eat free of charge.
2. Any additional milk will be charged to the student.
3. Students with money owed will be provided with a milk account balance periodically throughout the school year.
4. School food prices for 2014-2015 school year:
 

Adult Breakfast	\$2.00	Adult Lunch	\$2.50
Extra Milk for Anyone	\$0.45		

## EXPECTATIONS OF STUDENT BEHAVIOR IN THE CAFETERIA

<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
Use kind words & actions. Wait for your turn politely. Do not cut in line or save a space. Follow adult directions. Be silent when signal is given. Use quiet voices. Use appropriate language. Use good manners.	Clean up after yourself. Get all utensils, milk & condiments when 1 <sup>st</sup> going through the line. Bring your own change for vending machines. Do not ask others for money. The office cannot provide change.	Walk facing forward. Keep hands, feet & objects to self. Use all equipment & materials appropriately. Report accidents, injuries & hazards to nearest adult. Report bullying, harassment, or intimidation immediately. Sit appropriately at the table. Stay at the table until dismissed. Ask permission to leave your seat.

## FREE/REDUCED MEAL APPLICATIONS

Although meals are paid through the grant, it is still necessary for families to apply for free and reduced lunch and breakfast as this fulfills other district criteria. Applications for free and reduced meals are available at each district building location. Letters containing guidelines and applications for free or reduced lunches are available during registration and throughout the year in the school office. Parents requesting free or reduced lunches must complete and return the application to the school office. Verification of income may be requested.

## TRANSPORTATION

The District shall provide free transportation for any student in the District who resides one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available. The District shall provide free transportation for a student living less than one and one-half miles from school where walking to school or to a bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is unavailable. A student's parent or guardian may petition the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation will be provided for special education students if included in the student's individualized education program. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

## EXPECTATIONS OF STUDENTS RIDING THE BUS

*NOTE: Cameras may be utilized to monitor student behavior and bus safety.*

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Use kind words & actions. Follow adult directions. Be silent when signal is given. Use appropriate language. Conversations should be appropriate for all ages.	Be on time at the approved bus stop. Clean up your trash. Do not leave items on the bus. Do not consume food or drinks on the bus.	Cross the road when the bus is completely stopped. Cross in front of bus only. Use quiet voices. Stay in seat while the bus is in motion. Students should sit on bottoms and face the front. Do not throw items out of the window. Keep hands, feet & objects to self and inside the bus. Report accidents, injuries, & hazards to driver. Report bullying, harassment, or intimidation immediately. Use emergency exit when directed by driver. Be quiet at railroad crossings. Possession and/or use of tobacco, alcohol, or other drugs are prohibited.
<p><b>PROCEDURES:</b> The bus driver may verbally reprimand a student, make a written report, or make a written request to the administration that a student be disciplined or suspended from riding the bus. Only the administrator or School Board may suspend students from riding the bus.</p> <p><b>CONSEQUENCES:</b> Discipline will be handled in cooperation with the transportation director, administration, and the student’s parents or guardians. Penalties may include assigned seating, loss or suspension of bus riding privileges, detention, in-school suspension, out-of-school suspension, or expulsion.</p>		

## BICYCLES AND WALKING TO SCHOOL

Due to the location of the school, riding bicycles and walking to school is not encouraged. Permission from the Building Principal should be received prior to any student riding a bike to school.

## FIELD TRIPS

The school recognizes the value of student participation in field trips to increase learning. Field trips, which are going to exceed a 75-mile radius from Northwestern, will require Board approval unless it is an established yearly trip. Students need to be aware that the law considers all field trips the same as a classroom. Therefore, all school rules, regulations, and policies apply on these trips as if the student were actually in the school. Any parent planning to attend a field trip with their student must first participate in a background check through the district office at their own expense and must also attend at least 2 Parent Club meetings, be a classroom assistant, attend Open House/Parent-Teacher

Conferences, or contribute to the class in some manner approved by the teacher at least twice or a combination of the two. Remember, you represent not only yourself but also your school, family, and community. All classroom assignments should be completed in advance; students must have approval of all of their teachers to attend field trips. Students who do not join their group on a field trip are expected to attend school on the day of the trip. At the Jr./Sr. High School, if a student has a failing grade in any class and that class is to meet on the day of the field trip, the student cannot attend the trip. If a student has an unexcused absence the day before the field trip, he/she cannot attend the field trip. No siblings or non-district students may attend field trips.

### **GRADING SYSTEM-DISTRICT WIDE**

92-100.....	A
85-91.....	B
77-84.....	C
68-76.....	D
67-below.....	F

Kindergarten through 3rd grade will use a skills-based grading system.

### **HOMEWORK**

Homework is important to all students. Homework provides the necessary reinforcement for what is learned at school. Most teachers allow some time at school to start homework assignments, so if your child continually seems to have too much homework, please check with your child’s teacher. Homework is a required part of learning. Part of the student’s grade may be determined from homework grades. That is why, if a student is absent, it is very important that he/she get his/her work within the guidelines (i.e., number of days absent, plus one).

### **“D” AND “F” NOTICES**

The staff and administration feel that students and parents should be notified when a student’s performance begins to decline. The school will be sending notices home for those students doing work in the “D” or “F” range at the middle of each marking period. In addition the staff must make contact with the parents before any student will receive a failing grade. This notice may be a telephone call or written note at any time in the quarter.

### **ELEMENTARY CLASS SCHEDULE**

Grade	Recess	Lunch Schedule
K-3	11:30	11:50-12:10
4-6	11:45	12:05-12:25

## JUNIOR/SENIOR HIGH CLASS SCHEDULE

1 <sup>ST</sup> hour	8:12-9:00	
2 <sup>nd</sup> hour	9:03-9:51	
3 <sup>rd</sup> hour	9:54-10:42	
JH Study Hall	10:45-11:15	Lunch 11:15-11:45
4 <sup>th</sup> hour HS	10:45-11:33	
HS Study Hall	11:35-12:05	Lunch 12:05-12:35
5 <sup>th</sup> hour JH	11:48-12:35	
6 <sup>th</sup> hour	12:38-1:26	
7 <sup>th</sup> hour	1:29-2:16	
8 <sup>th</sup> hour	2:19-3:06	

## ATTENDANCE

Students are required to report promptly and to attend all classes. As per Illinois Statutes, for attendance record and report card purposes, a student must be present 300 minutes or more of classroom instruction to constitute a full day of attendance and 150 to 299 minutes for a half-day. Any student who attends school less than 150 minutes is considered absent for a full day. However, for grades K-1, a full day of attendance is equal to four clock hours (240 minutes), and a half-day (120-239 minutes). In grades 7-12 seven class period absences is equal to one full day of absence. Where there is an unexcused absence of a student in grades Kindergarten through 8, the District shall make a reasonable effort to contact the student's parent or guardian by telephone within two hours of these students' first class to notify them of the absence.

A direct relationship exists between academic achievement and regular attendance. There is no substitute for participation in class explanations and discussions; therefore, while assignments might be made up, some learning is lost in any absence. Habits of consistent and punctual attendance are habits that will serve Northwestern students well in their future work lives.

## EXCUSED ABSENCE

The following absences will be deemed excused:

1. Personal illness-5 days (3 days for students who enroll after first semester ends) throughout the year may be excused with a note from the parent/guardian on the day the student returns to school. However, 3 consecutive days or more of absence at any time requires a doctor's note. Doctor's notes do not take away from the 5 days. However, once the student has used the total 5 days, a doctor's excuse is required for each day missed. STUDENTS CANNOT ATTEND SCHOOL EVENTS ON THE DAYS OF ABSENCE. Students may participate in extra-curricular activities if they are present for the last ½ of a school day.
2. Funeral of a family member.
3. Family medical emergency.
4. Medical appointment-We ask parents to make appointments early or late so that students miss no more than ½ day for appointments.
5. Field trips or other school affiliated events. No absence will be reported on the student's record.
6. Observance of a religious holiday.
7. Juniors and Seniors will be allowed 2 college visit days. Juniors cannot carry the days over to their Senior year. These must be pre-arranged and approved by the principal or designee.

Students must have the form completed by the college admissions officer. No absence will be reported on the student's record. Parents are urged to arrange college visits during the summer prior to the child's senior year.

8. Students absent without a doctor's excuse or administrative approval may not attend after school activities. Failure to abide by this will result in an unexcused absence.
9. Others as deemed excused by the administration.

**NOTE: WRITTEN NOTES FROM PARENTS OR FROM THE DOCTOR MUST ACCOMPANY THE CHILD THE DAY HE/SHE RETURNS TO SCHOOL. NOTES BROUGHT AFTER THAT MAY NOT BE ACCEPTED.**

## UNEXCUSED ABSENCE

Students who are absent for other than the above noted reasons are considered unexcused. Student initiated "skip" days are prohibited and will be treated as an unexcused absence. Any student's participation in "skip" days may face disciplinary action. **An unexcused absence for any part of the day will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening.** An unexcused absence means that students cannot earn credit for work completed in class or assignments assigned on that day.

Students absent for 10 consecutive days without a legitimate excuse will be dropped from the roles. Students in grades K-8 can re-enroll at any time after a parent conference. Students with high absenteeism can be retained or fail to receive credit for a course.

## PARENTAL RESPONSIBILITY

Should a child in any grade need to be absent for any reason, parents/guardians are required to notify the school by phone by 9:15 a.m. Students cannot call in for themselves. While family vacations during school are discouraged, it is understood that this is sometimes unavoidable. Should a family vacation be planned during school time, please give ample notice to the school. Students with excessive absences may not be excused for family vacations.

## TRUANCY

A chronic or habitual truant is hereby defined as a Macoupin County student between the ages of 7-16 years of age who is absent without valid cause from attendance for 5% or more of the previous 180 regular attendance days in school. Section 26-10 of the School Codes states: *Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or fine of up to \$500. Any Macoupin County student violating or, Parent/Guardian of a Macoupin County student violating, the terms of Macoupin County's Ordinance, which shall be punished as a petty offense, shall be subject to the following fines, not to exceed the limitations set forth in 55 ILCW 5/5-1113 upon conviction:*

1. A fine of not less than \$25.00 for the first violation.
2. A fine of not less than \$50.00 for the second violation.
3. A fine of not less than \$100.00 for the third violation.

Each day, or portion thereof, upon which a violation occurs, shall constitute a separate violation, with each separate violation being subject to a separate penalty, as provided herein.

## TARDINESS

When students arrive late, they disrupt classes and forgo opportunities to learn. Furthermore, they unfairly interfere with other students' opportunities to learn. Promptness is essential to student success. A student in grades 7-12 will be considered tardy for class if not in the classroom before the last bell to start that period. Students are allowed to be tardy 6 times per year. This is not 6 times per class but a total of 6 for the entire year. After the 6<sup>th</sup> tardy, the following consequences will result:

1. 7<sup>th</sup> tardy-parents will be notified by mail and the student will receive a lunch detention.
2. 8<sup>th</sup> tardy-parents will be notified by mail and the student will receive two lunch detentions.
3. 9<sup>th</sup> tardy-parents will be notified by mail and the student will receive an after-school detention.
4. 10<sup>th</sup> tardy-parents will be notified by mail and the student will receive 2 after-school detentions.
5. 11<sup>th</sup> or 12<sup>th</sup> tardy-parents will be notified by mail the student will receive an in-school suspension.
6. 13 or 14<sup>th</sup> tardy-parents will be notified by mail and the student will receive two in-school suspensions per incident.
7. 15<sup>th</sup> tardy or each additional tardy beyond 15 will receive an out-of-school suspension.

## MAKE-UP WORK/INCOMPLETE GRADES

If a student is absent from class, it is his/her responsibility to make up the work missed, according to each individual teacher's directions. All students will be able to make up work missed during an excused absence. Students will be allowed one more day than the number of days missed to make up assignments. For example, if a student misses Monday, is present Tuesday, the assignment missed on Monday is due Wednesday. **However, students attending academic functions or preplanned absences including but not limited to; Spelling Bee, Olympiad, class field trips, family trips/vacation, etc. shall turn in work the next day of class following the function.** No incomplete grades will be given at the end of the school year except in emergency situations such as an accident, illness, or funeral. Students who have irregular attendance and/or whose absences are unexcused may face grade retention due to lack of basic skill development. In grades 7-12 multiple day absences should occur before a parent may request work from the teacher. Requests should be made twenty-four (24) hours in advance. It is recommended that students check with classmates for assignments.

## DELEGATION OF AUTHORITY

Each teacher and any other school personnel, when students are under his/her charge, is authorized to impose any disciplinary measures, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules of student discipline. Teachers, other certified employees, and other persons (whether certified or not) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other persons, or for the purpose of self-defense, or defense of property. The teachers may remove students from a classroom for disruptive behavior. The Superintendent or Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

## ENROLLMENT OF HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youths. Any homeless child shall be immediately admitted, even if the child or child's parent or guardian is unable to produce records normally required to establish residency.

## STUDENT CONDUCT

The following paragraphs summarize the policies of the Board of Education of Northwestern Community Unit School No. 2 concerning conduct.

Students who are good citizens maintain a cooperative attitude in school and conform to classroom situations. Those who do not are guilty of misconduct. They not only fail to make progress themselves, but also distract others who want to learn.

Parents and guardians of children in school are expected to cooperate with the school by promoting good citizenship in the home and teaching their children the importance of good behavior and proper attitude in the classroom. Parents and guardians are also expected to be involved with any disciplinary actions brought against their child by the school.

Any student who is guilty of misconduct will be subject to verbal reprimand, lunchtime detention, after school detention, in-school suspension, out-of-school suspension, restriction, removal or banishment from extracurricular activities (as either a spectator or a participant), loss of driving privileges, expulsion, and/or Board or court action as dictated under the mandates of the law. Any known violation should be reported immediately to the school authorities. Junior and Senior High Students must obey elementary rules when in the elementary building and elementary students must obey high school rules while in the high school building. **The policies of the Board of Education concerning misconduct are as follows:**

- 1. ATTENDANCE**-Students are required to report promptly and to attend all classes. A student may leave class only with a signed pass issued by the teacher. Excessive tardiness will result in disciplinary action. **Note:** Students initiated "skip" days are prohibited and will be treated as an unexcused absence. Any students participating in "skip" days may face disciplinary action. Any unexcused absence in the afternoon will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening; this includes students leaving school due to illness. *Junior and senior high students: 8 periods of absence is equal to one full day of absence.*
- 2. BULLYING/AGGRESSIVE BEHAVIOR**-Aggressive behaviors such as violence, physical contact or closeness, force, noise, coercion, threats, intimidation, fear, profane or abusive language, bullying, or other comparable conduct, including by communications made in writing or electronically, toward anyone or urging other students to engage in such conduct is prohibited. When school personnel have determined that a student has demonstrated any of these aggressive behaviors, the student may receive disciplinary points in accordance with the handbook point system. (Board Policy 7:190)
- 3. CHEATING/PLAGIARISM**- Cheating and/or plagiarizing schoolwork and materials are prohibited.
- 4. CLOSED CAMPUS**-Students must have permission to leave the main campus at any time. Any student leaving school property must sign out through the office or obtain an off-campus pass from an administrator. At the beginning of each day, students are to report only to their respective areas of the gym and be seated unless conducting business in the office or eating breakfast in the cafeteria.
- 5. COMPUTER USE**-Computers and other technology equipment shall be used only for authorized school assignments. Computer use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District



computers. General rules for behavior and communications apply when using electronic networks. A teacher or supervisor must approve usage not related to class assignments. Copyright laws and license agreements related to computer software shall be observed. The District's Internet Usage Agreement contains the appropriate uses, ethics, and protocol. All students must have on file an Internet Usage Agreement signed by parents and students.

**6. MOBILE ELECTRONIC DEVICES (MED)**-The use for personal business or entertainment purposes of cellular phones, smart phones, pagers, radios, tape or CD player/recorders including those equipped with headphones is prohibited during the school day, **unless privileged use has been given by the administration at designated times in the Junior/Senior High School.** These items will be confiscated. Nothing in this policy shall prohibit a member of the faculty or staff from using his/her own or a school owned radio and/or tape player/recorder for instructional purposes or for entertainment purposes when appropriate. However, possession of a radio, tape player, and/or electronic games will be permitted on field trips, travel to athletic/music events, or other school related activities only with the permission and approval of the teacher and/or supervisor.

- a. MED include but are not limited to items such as laptops, cell phones, and PDA's.
- b. Students may have MED in their possession. These devices should be set to silent or quiet mode during the school day.
- c. Use of MED during school hours is regulated by specified times and locations.
- d. MED may be used during times of instruction if it is during a teacher approved and a planned portion of the learning activity.
- e. Any use of MED is strictly prohibited in locker rooms, bathrooms, whether here or in at another facility where a school activity or athletic event is occurring.
- f. Students who are dressed and participating in physical education classes are not permitted to have a MED in their possession.
- g. The District is not responsible for the loss, theft, damage, or vandalism to student MED.
- h. Using a cell phone, video/audio recording device, personal digital assistance (PDA), or other mobile MED in any manner that disrupts the educational environment or violates the rights of others including using the device to take digital images anywhere in the building or on the grounds to cheat, or otherwise violate student conduct rules is strictly forbidden. Consequences will be issued in accordance with handbook rules and regulations.
- i. Violations of this policy will be given consequences.

**7. EXTRACURRICULAR ACTIVITIES**-All students are subject to and are expected to obey the policies, rules, and regulations found in this **Student Handbook** while attending or participating in school sponsored activities. All persons, students and non-students, who attend or participate in activities/events on campus, are required to obey the rules of behavior and conduct established by the Board of Education and any other officially recognized governing body, such as the Illinois High School Association. Student misbehavior at extracurricular events may result in banishment from that event, and future events. **Due to lack of building-wide supervision during an event such as a basketball game, and unless accompanied by an adult, young children and students must remain in the gym during play action. Excessive movement in and out of the gym may result in disciplinary consequences.**

**8. DEFIANCE OF AUTHORITY/INSUBORDINATION**-Defiance of authority is defined as any verbal or non-verbal refusal to comply with a reasonable request from school personnel. Defiance of Authority is a serious offense and will be dealt with accordingly. A student who willfully fails to report to a designated location when requested to do so by any school employee, shall be guilty of insubordination and shall be subject to the board's disciplinary penalties for misconduct.

**9. FALSE ALARM**-The willful making of a false alarm by outcry, mechanical alarm, or other device is prohibited.

**10. FIGHTING**-Fighting, threats, or use of profane or abusive language will not be tolerated. Students who make threats or who are involved in the use of profane or abusive language, as determined by school officials, shall be subject to the Board of Education's disciplinary penalties for misconduct. A student who is provoked or assaulted shall retreat from the situation and seek help from staff members immediately, if possible. A student who immediately retreats from a fight will not be deemed to have been involved in a fight. Provoking a fight or not dispersing from a fight when directed to do so or interfering with school personnel in their attempt to break up a fight may receive the same consequences as for fighting.

**11. FOOD AND DRINK**-All food and drink is to be consumed in the cafeteria unless prior administration approval. The soda and juice machines are off limits except during high school lunch and after school. Junior High students do not have access to vending machines. Breakfast is served at Elementary and the Junior/Senior High Schools.

**12. GAMBLING**-Any form of gambling or implied gambling will not be permitted on the campus of Northwestern.

**13. GROSS/CHRONIC DISOBEDIENCE**-Gross/chronic disobedience of school rules is defined as but not limited to violations of the drug/alcohol abuse policy, assault/battery of a staff member, weapons possession or use thereof, false fire alarm, bomb threat, or explosive devices.

**14. HALL CONDUCT**-Students should exercise common courtesy while in the hall areas. Students may not be in the hall areas, during class time, without signed authorization. High school students are not permitted to loiter in the Junior High section unless they are going to the library or class. Likewise, the Junior High students are not allowed to loiter in the high school section. This applies to gym use before the first bell and during selected assemblies.

**15. HALL PASSES**-Students are not to be in the halls during class periods without a hall pass. Teachers are to issue each student an individual written pass. Each pass is a privilege that a faculty member may or may not grant. Improper usage of hall passes will result in the offender being disallowed the privilege. Forgery or altering a pass in any way will result in strong consequences. Penalties will range from revocation of all privileges to suspensions.

**16. LOCKERS**-A locker is to be used to store books, book bags, supplies, and outdoor garments. Students are cautioned not to use lockers for money or other valuables. The school cannot assume responsibility for articles missing from lockers. Lockers should be locked. Beverage containers that have been opened will not be allowed to be kept in lockers. Each student will be held responsible for the condition of the locker assigned. If a locker/lock does not function properly, please contact the office. School authorities may inspect and search school property and equipment owned or controlled by the school, as well as personal effects left there by a student, without notice to or the consent of the student. **Students have no reasonable expectations of privacy in these places or in their personal effects left there.** School authorities may search a student and/or the student's personal effects in the student's possession when there is a reasonable ground for suspecting that a search will produce evidence the particular student has violated or is violating the law or the District's student conduct rule. If a search produces evidence that the student has violated or is violating the law or the District's policies of rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**17. LOITERING**-No loitering is permitted in the restrooms, hallways, and other designated areas at any time.

**18. NUISANCE ITEMS**-Due to the inherent dangers and potential disruption of items such as, but not limited to, roller blades, skateboards, squirt guns, yo-yos, laser pens, etc., are not permitted at school. Such items will be confiscated and returned at the discretion of the teacher and administration.

**19. OBSTRUCTION OF AN INVESTIGATION**-Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be

false, present a potential danger to student and staff safety. Violators will be subject to the Board of Education's penalties for misconduct.

**20. OFFICE PHONE USAGE**-Receiving messages at school- The phone in the office is a business phone. Any calls to parents because of sickness must be made in the office by the office staff. Please try to make appointments, bus plans, alternate car rides, etc. before your student leaves for school in the morning. **Messages are a disruption of class time and cannot be delivered except in the case of an emergency. In addition, student phone usage in the office will be limited. Daily calls for homework, band instruments, uniforms, extracurricular activities, etc. will be banned unless an unforeseen change occurs.**

**21. PRESENCE IN AN UNAUTHORIZED AREA**-some of the unauthorized areas to students are (but not limited to), teachers' lounge, faculty restrooms, etc., unless accompanied by a faculty member. After classes end for the day, students are not allowed in the building except for school related activities such as athletics, clubs, meetings, rehearsals, tutoring, and detentions.

**22. PROJECTILES**-The throwing of any snowball, stone, or other missile is prohibited.

**23. RESTROOMS**-Restrooms are available during the passing time, lunch period, and in *emergency* situations during class time.

**24. SEXTING**-Use of a cellular phone, video recording device, camera, or other electronic device for the purpose of creating, sending, sharing, viewing, receiving, possessing, or storing an indecent visual depiction of oneself or another person is prohibited.

**25. STUDENT LANGUAGE-STUDENT EXPRESSION**-The administration reserves the right to prohibit expression that may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions or actions that are considered obscene to minors, are libelous or slanderous, injures, harasses or invades the privacy of other people; or disrupts the orderly operation of the school.

**26. THEFT**-The pilfering, theft, or illegal possession of another's property, including school property, and/or the taking of money, books, or other property through the use of threats, force or coercion is prohibited.

**27. VANDALISM/CARE OF SCHOOL PROPERTY**-The willful destruction of school property or the property of another individual is prohibited. A student which disfigures, defaces or destroys school property will be required to repair the damage or provide full monetary restitution for the damage in addition to any other discipline that may be imposed per District policy. This includes the writing on desks/lockers and lost or damaged textbooks. Altering or disabling a security device is prohibited.

**28. WEAPONS**-Any student who is determined by school officials to possess, use, transfer, or control a weapon on any school grounds, in any school bus, at any school sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, except where such possession, use transfer, or control is necessary to a legitimate part of a bona fide school program or activity, may be expelled for a definite period of time not less than one (1) year and not more than two (2) years, except as provided below.

For the purpose of this rule, "weapon" shall include, but not be limited to:

- Any type of "firearm", as defined in 430 ILCS 65/1.1, whether loaded or unloaded. The School Code also prohibits firearms as defined by 18 USC & 921 (US Criminal Code) and 720 ILCS 5/24-1 (Illinois Criminal Code).
- Any type "ammunition", as defined in 430 ILCS 65/1.1.
- Any type of "explosive material", as defined in 225 ILCS 210/1003(b).
- Any type of knife-like weapon.

- Any type of Billy club, brass knuckles, metal stars, or metal pipes.
- Any object which substantially resembles any of the objects listed above.
- Any object that is actually used to cause bodily harm to another person, attempted to be used to cause bodily harm to another person, or used to threaten bodily harm to another person, such as pepper spray and mace.
- Any item determined by school officials to have possessed, used, transferred or controlled in violation of this rule will be retained by school officials, and turned over to either a parent or legal guardian of the student at the end of the year or to the police.

The minimum length of expulsion may, in the Board of Education’s discretion, be modified in an individual case. Factors taken into account in such a decision may include:

- The seriousness of the student’s conduct.
- The history or record of the student’s past conduct.
- The likelihood that the student’s conduct will affect the delivery of educational services to other students.
- The severity of the punishment.
- The interests of the student.

The possession and/or use of any kind of pocket knife are prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the office until the end of the year where it may be claimed by a parent or guardian. Any student who uses a pocket knife as a weapon to threaten or harm another person during the school day or at any school sponsored and/or related activities shall be subject to the Board of Education’s disciplinary penalties for misconduct.

## **SOCIAL NETWORK PASSWORDS**

The school may request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the school has reasonable cause to believe that the student’s social networking account contains evidence that the student has violated a school disciplinary rule or policy. (105 ILCS 110/3.10)

## **DESTRUCTION OF PROPERTY**

If a student loses, destroys, or damages school property of books, he/she will be expected to pay for the loss. The administration will place a fair amount on the damage and notify parents of the cost. This act can lead to disciplinary action in accordance with the point system.

## **DISPLAYS OF AFFECTION**

The Board of Education hereby finds and determines that excessive displays of affection may cause substantial disruption to the educational process. All excessive displays of affection, including kissing and fondling, are prohibited anywhere on the school campus or during any school-sponsored event.

## GENERAL DISCIPLINE

When a student commits an act of gross disobedience or misconduct as defined by the School Board, the student's right to an education may be temporarily withheld (105 ILCS 5/10-22.6). No governmental agency, such as a school, may deprive a student of rights without due process of law. A student is entitled to procedural due process and must be allowed to present a defense and explain the circumstances of the actions in question.

The basic difference in suspension and expulsion is as follows:

1. A suspension is not to exceed ten (10) school days. An expulsion is from eleven (11) school days to a maximum of two (2) school years.
2. The Board of Education, the Superintendent, a Principal, or an Assistant Principal may suspend a student; only the local Board of Education can expel a student.
3. A student may be **SUSPENDED** after an informal hearing; a student may be **EXPELLED** after a formal hearing.

## SUSPENSION

The following procedures apply to suspensions:

1. Prior to any suspension, a conference will be held during which the student will be given written or oral notice of the charges against him or her, as well as any evidence to support the charges. The student will have an opportunity to respond to the charges.
2. A pre-suspension conference is not required 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, a student may be suspended immediately, with notice and conference to follow as soon as in practicable.
3. Any suspensions shall be reported immediately to the student's parent or guardian by mailing a written notice. The District will also make reasonable efforts to notify the parent or guardian by phone prior to the beginning of the suspension. The parent or guardian shall be informed of the reason for the suspension, the length of suspension, and their right to a review of the suspension by the School Board.
4. Upon the request of the parent or guardian, a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At such a hearing, the student has the right to a lawyer at the student's own expense to question the person who made the decision to suspend to present evidence, to call witnesses, and to make a statement on his or her own behalf.
5. A record of the proceedings will be made and retained by the School District and provided to the student upon reasonable reimbursement of incurred expenses.
6. If the suspension decision is reversed, all references to it in the student's records will be removed, and the School will give the student assistance necessary to make up missed school work.

## TYPES OF SUSPENSIONS

- 1. Temporary removal from an individual class: If a student is disobedient or disruptive, the pupil may be removed from the class temporarily.** The student will be assigned to another setting during the class period (usually the office). The student reports to all other classes. The student receives homework assignments and may participate in make-up tests. No parent notification is required and no appeal is authorized. In certain situations, a student may be taken home if the continued presence of that student (in the opinion of the administration) will continue to be substantial disruption in the school.
- 2. In-school suspension (directed study): Most district students who are suspended will be assigned to a “directed study” area, as determined by the administration.** Parental notification and due process will be given. During the period of in-school suspension, they will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises, except during the school hours. The student is expected to complete all assignments missed due to the suspension, including tests on a daily basis as required by the teacher. Use of electronic devices will be prohibited. Work must be completed manually.
- 3. Out-of-School suspension: A student may be suspended for up to ten (10) school days for acts of gross misconduct and/or persistent disobedience.** Parental notification and due process are required. During the suspension the student will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises during the period of suspension. This includes weekend events, if applicable. Work is allowed to be made up for 68% of what is earned. The parent or guardian is responsible for obtaining the make-up work for the student. Teachers will bring assignments to the office daily. All work is to be turned in to the office immediately upon arrival when returning from the suspension. Anything not turned in to the office upon arrival will result in a zero grade.

## EXPULSION

The following procedures apply to expulsion.

1. The student and the student’s parents will be notified of the expulsion and requested to appear at a School Board meeting to discuss their child’s behavior. The request shall be made by registered or certified mail and shall state the charges for dismissal (i.e. specific acts of misconduct), and the date, time, place, and purpose of the School Board meeting. The expulsion will not take place until after the School Board meeting.
2. At the hearing by the School Board, the student has a right to a lawyer at the student’s own expense, to question the person who made the recommendation to expel, to present evidence, to call, question, and cross-examine witnesses, and to make a statement on his/her own behalf.
3. A record of the proceedings will be made and retained by the School District and provided to the student or representative upon request and on a reimbursable basis.

In the interest of helping students, the School District may assist in providing or locating alternative educational opportunities for the suspended or expelled student. These opportunities may include alternative school settings. The Illinois State Board of Education provides information and assistance to school districts and students interested in educational alternatives within a school or off campus.

## OTHER DISCIPLINE ALTERNATIVES

Other discipline measures which can be taken by teachers and/or appropriate administrative personnel include, but are not limited to the following: (1) verbal reprimand, (2) parent conferences, (3) time out, (4) detention (lunchtime or after school), (5) loss of driving privileges, (6) withdrawal of privileges (including banishment from extracurricular activities), (7) behavioral contract, (8) peer counseling, (9) referral to counselor, (10) referral to social worker, (11) special assignments, (12) referral to police liaison officer, (13) rearrangement of class schedules, (14) directed study (in-house suspension), (15) restitution, (16) seizure of contraband, and (17) mandatory counseling.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. District employees are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

## DETENTIONS

Junior/Senior High detentions will be served during lunchtime or after school. Lunchtime detentions may be served the day of the incident; however, the date of the detention and reason will still be mailed home. Any staff member is authorized to write a Disciplinary Referral (D.R.), which may result in disciplinary action. **Failure to serve properly may result in more serious consequences. For example, refusal to serve lunchtime or after school detentions may result in an in-or-out-of-school suspension. In case of illness, the detention will be served on the next school day.**

### The rules to follow for detention are:

1. Students may not bring food or drink to detention.
2. During lunchtime detention, students will be served 1 hot lunch with white milk. No condiments, salt/pepper, or seconds are provided in lunch detention.
3. Sit in the seat assigned by the detention supervisor.
4. Bring enough material to keep busy the entire time. Failure to do so may result in rescheduling with additional detentions or in work tasks being assigned, or more serious consequences such as after school detention, or an in-or-out-of-school suspension.
5. No communicating with other students in detention.
6. No laying head or propping feet onto any desk or chair.
7. Follow all directions from the supervising teacher.
8. Students may be required to complete a reflective writing for each incident before completing the detention.
9. Lunch may be served after all other students have gone through the line.
10. Elementary students will serve after school detentions from 3:15-3:45 p.m. on selected days. Junior/Senior High School will be served for one hour after school on the assigned day(s).
11. Use of electronic devices will be prohibited. Work must be completed manually.

***In addition to the detention rules, the monitor may impose additional criteria to be followed.***

## SUBSTANCE USE/ABUSE POLICY

### RULES OF CONDUCT

Possession and/or use of any drugs, alcohol, tobacco, tobacco products or other intoxicants, as well as the possession, use, delivery, control of alcohol, drugs, drug paraphernalia, look-alike drugs, drugs prescribed for another, or other intoxicants is prohibited in any school context. This could include, but not limited to, the school grounds, the regular school program; a school sponsored activity including activities, which occur away from Northwestern Junior/Senior High School. It also includes other context clearly related to school functions, such as activities, which occur adjacent to school property, or school sponsored activities. These activities can occur before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school sponsored activity. Any student found in violation of this policy will be suspended for up to ten (10) school days per incident and will be subject to additional disciplinary actions including possible expulsion from school and all school activities (athletic participation and attendance, dances, prom, trips, and other activities deemed by the administration for one calendar year).

### Definitions

- A. **Tobacco.** For purpose of this policy, tobacco will mean cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked. (including electronic cigarettes or e-cigarettes)(Source: P.A. 86-821; 86-1028).
- B. **School Purposes.** Includes, but is not limited to, all events or activities or other uses of school property that the school board or school officials authorize or permit on school property, including, without limitation, all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate. (Source: 105 ILSC 5/10-20.5b).
- C. **Drugs.** Unless the context requires otherwise, the word “drugs” includes substances containing alcohol and/or mind altering drugs and substances recognized as drugs in The Physicians’ Desk Reference, Official United States Pharmacopeia, Official Homeopathic Pharmacopeia of the United States, or Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word “drugs” also includes substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.
- D. **Drug Paraphernalia-Possession Of.** “Drug paraphernalia” means all equipment, products, and materials of any kind that are peculiar to, marketed for, used in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician. Examples shall include, but not be limited to cigarette papers, pipes, holders of smoking materials of all types, cigarette rolling machines, and other items designed primarily for smoking or ingestion of tobacco products or of substances made illegal under any statute or of substance whose sale, gift, barter, or exchange is made unlawful under the Tobacco Accessories and Smoking Herbs Control Act, 720 ILSC 685.
- E. **Possession.** Any student who has possession or control of any alcoholic beverage, marijuana, and controlled substance other than as prescribed by a physician for that



individual, any other intoxicating substance, any “look-alike” intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. The term “possession” as used herein is defined to include the use of the student’s person, clothing, supplies, or automobile as well as school lockers, desks, or other school property for the storage of illegal substances.

- F. **Delivery.** Any student, who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia will be subject to disciplinary action. Delivery means a person’s immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment of other consideration.
- G. **Look-Alike.** A “look-alike substance” is a substance, which by dosage unit, appearance including color, shape, size, container and/or packaging, markings, or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or an illegal/controlled substance.
- H. **Under the Influence of Drugs.** A student is under the influence of drugs if his behavior or character is modified in any degree as a result of the ingestion, inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed “drunk” or “drugged” to be under the influence of drugs.
- I. **Using Drugs.** A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any school context.

## **PROCEDURES FOR REVIEW OF ELECTRONIC RECORDINGS**

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Administrator, including the Building Principal, Transportation Director, bus driver, and coach or other supervisor. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

## **PROCEDURES FOR SEARCHES**

### **INTRODUCTION**

The Principal or Designee may properly conduct or authorize a search of a student at Northwestern Junior/Senior High School, on the property, or on the school bus when the purpose of that search is to maintain the safety and discipline of the student body or to promote the orderly functioning of the educational environment. Searches will only be conducted for evidence of violations of law or Northwestern Junior/Senior High School expectations.

1. **Reasonable Cause-**Any search of students will only be conducted when a staff member has reasonable suspicion that the search will produce evidence that the student has violated or is violating with the law or District rules of student conduct, based on one or more of the following:

- a. Reliable reports or information from credible sources made known to school staff. If the source is anonymous, the information must show that the informant has a relationship to the school or student so as to give it credibility.
- b. Suspicious or evasive behavior suggesting violation of a school policy or law, or concealment of contraband, weapons, or stolen property.
- c. Observation of a student engaging in prohibited conduct or suspected prohibited conduct.
- d. Verbal statement of the student that he or she has a weapon/contraband or intends to harm students or staff with a weapon.
- e. The return of a student after having run away from the building and suspicion that the student went to a location where a weapon or other prohibited item would be available.

The Northwestern Junior/Senior High staff may also take into account the student's disciplinary history in the development of reasonable suspicion.

2. **Justifying the Procedure-** The scope for the search conducted must be reasonable related to the objective sought and the evidence searched for. The search shall follow the step-by-step process outlined in the Northwestern Junior/Senior High School Procedure. In determining if the search is related to the objectives sought, Northwestern Staff will consider:
  - a. The nature and severity of the violation to determine the permissible amount of intrusion into the student's privacy rights.
  - b. The area to be searched so that it will be no more extensive than required to serve Northwestern legitimate objectives.
  - c. The time and place where the search is conducted so that it will be as close as possible to the time and place of the suspected violation.
  - d. The duration of the search so that it will be no longer than to serve the school's legitimate objectives.
3. **Locker and Desk Searches-** Searches of lockers, desks, storage spaces, and other property owned by Northwestern School District #2 may be conducted at any time, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these areas.
4. **Searches of students and their Personal Belongings-** A search of a student and his/her personal belongings, including vehicles, will be conducted with reasonable cause and according to the Northwestern outlined procedures.
5. **Surveillance-** Surveillance shall only be conducted in hallways, classrooms, school buses, and other areas open to the public view where the students are permitted.
6. **Random Sweeps-** Random sweeps will only occur in cases of emergency where special circumstances require immediate action to avoid danger to persons or property.
7. **Police Involvement-** Police involvement shall be sought whenever Northwestern Officials uncover evidence of a violation of state law or when officials deem such involvement necessary or helpful in maintaining school or bus safety. The standard for a search or seizure by police is probable cause.

## **SEXUAL HARASSMENT**

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of the student's academic status; or
2. Has the purpose of:

- a. Substantially interfering with a student’s educational environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile”, and offensive, “include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

### **DISTRICT NONDISCRIMINATION COORDINATORS**

Mr. Patrick Bowman, District Office  
 30953 Route 111  
 Palmyra, Illinois 62674  
 217-436-2442

Mrs. Brandi Maxedon, Jr./Sr. High  
 30889 Route 111  
 Palmyra, Illinois 62674  
 217-436-2011

### **TEEN DATING POLICY**

According to (105 ILCS 110/3.10) The Northwestern School Board policy has adopted a policy stating teen dating violence is unacceptable and prohibited and each student has the right to a safe learning environment.

### **DRIVING**

Students’ driving to school is a privilege and will be treated as such. By the fact that a parent permits his/her child to drive, the school will assume no responsibility for a student’s driving habits or motor vehicles. Students will be expected to abide by the following rules:

1. An authorization/registration form signed by the student and parent/guardian including a copy of current proof of vehicular insurance must be on file in the office before parking tags will be issued. This registration form must list **ALL** vehicles that the student might drive.
2. A vehicle tag is required for parking on campus and must be purchased yearly in the office. This tag must be clearly visible within the designated area.
3. Students will exercise extreme caution when operating a motor vehicle on school property. Speed limit- 10 miles per hour on school property.
4. Upon arrival at school, the vehicle is to be parked and locked, and must remain so until the end of the day. **Students must leave cars as soon as they park and not return until school is dismissed.**
5. Students will be assigned a numbered parking space.
6. Student parking is in the **main lot only**, not in the circle drive, the north end of the building, by the dumpster, or the tin shed.
7. Students **must** yield to buses.
8. Only students going north may use the north exit.
9. Violation of Student Handbook rules will result in point’s assessment and may result in the loss of driving privileges and/or revocation of parking privileges.

10. Refer to number four under Procedures for Searches (p.24). Violations of any of these rules can and will result in the loss of driving privileges or vehicle being towed at the owner's expense.

## EXTRA-CURRICULAR MISCONDUCT

While participating in extra-curricular activities (either as a participant or as a spectator), students will adhere to Northwestern Community Unit School District No. 2 Discipline Code as well as all federal, state and local laws. Student misconduct during extra-curricular activities may be handled similarly to misconduct taking place during school hours on district premises.

Appropriate disciplinary measures may be taken by the sponsor/teacher/coach as well as referrals to the administration for disciplinary action in the event of misconduct. This may cause the student to be removed from extra-curricular activities and/or positions of leadership (e.g., Student Council, FFA, etc.).

Students and parents are reminded that participation in activities is a privilege. Students must assume responsibility for their behavior during their participation and abide by any rules and codes as may be implemented. Student misconduct will result in points being assigned and may result in the student's temporary or permanent removal from extra-curricular activities.

At the conclusion of a game or extra-curricular activity, students are expected to depart the premises in a timely manner. Students who do not depart in a timely manner may be banned from future extra-curricular activities or events.

## STUDENT DRESS AND GROOMING

Students will be expected to abide by the following policies that are designed to create an environment conducive to learning.

All students in the Northwestern District, grades K-12, are expected to wear clothing in a neat, clean and well-fitting manner. Students are to use discretion in their dress and are not permitted to wear apparel that is distracting or obscene. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere or disrupt the educational environment or process.

- Dress and grooming shall not be contrary to curriculum goals and/or educational objectives or advertise, promote, or picture alcoholic beverages, illegal drugs, or illegal or violent behavior.
- Dress and grooming including accessories shall not display lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols.
- Bare shoulders, bare backs and bare midriffs are unacceptable. All attire is required to have a neckline, which does not show the chest or cleavage area.
- All tops/shirts must have sleeves. The following types of tops (but not limited to) are not permitted: halter tops, tube tops, tops with spaghetti straps, and tank tops which violate the conditions stated in the opening of this dress code.
- Severely ripped clothes and pajamas are inappropriate for school and are not allowed. No holes causing skin to be visible. No tights underneath of ripped clothes to cover skin.
- Clothing made of fishnet fabric is not permitted.
- Hemlines may not be any shorter than mid-thigh (finger-tip length). **No Soffe shorts.**
- Ragged hemlines or cut off hemlines that drag shall not be worn in the buildings.

- Properly fitting clothing is to be worn. Undersized, oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waist. Sagging is prohibited.
- Appropriate footwear must be worn at all times.
- Roller blade type shoes are prohibited.
- Coats, sunglasses, and head apparel (hats, bandanas, scarves, etc.) shall not be worn in the buildings during the school day. No book bags, bags, or purses shall be carried throughout the buildings during the school day. These items are to be locked in student lockers.
- Pierced jewelry other than earrings worn in the ear shall not be worn.
- Chains are prohibited.
- Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times.

**Students who violate this Dress Code will be required to immediately change into attire previously approved by administration. Failure to comply will result in designated consequences. They will not be excused during the time that it takes to be in compliance with the Dress Code. Interpretation will be the responsibility of the Building Administrator(s). These rules apply to all student activities and transportation under the direction of the school. The following point system reflects all student activities in the same manner.**

## **JUNIOR HIGH AND HIGH SCHOOL**

### **MISCONDUCT/POINT SYSTEM**

<i><b>Point</b></i>	<i><b>Discipline</b></i>
5	1 lunch detention
10	2 lunch detentions
15	1 after-school detention
20	2 after-school detentions
25	In-school suspension (1-3 days)/Bus Suspension
30	In-school suspension (1-3 days)/Bus Suspension
35	In-school suspension (1-3 days)/Bus Suspension
40	Saturday School (In-School Suspension 3-5 days)
45	Saturday School (In-School Suspension 3-5 days)
50	Saturday School (In-School Suspension 3-5 days)
55	Saturday School (In-School Suspension 3-5 days)
60	Out-of-school suspension (1-10 days)
65	Out-of-school suspension (1-10 days)
70	Out-of-school suspension (3-10 days)
75	Out-of-school suspension (3-10 days)
80	Out-of-school suspension (5-10 days)
85	Out-of-school suspension (5-10 days)
90	Out-of-school suspension (5-10 days)
95	Out-of-school suspension (5-10 days)
100	Out-of-school suspension with Disciplinary Probation
120	Out-of-school suspension with recommendation For alternative school placement or expulsion

**5 point violations**

Abuse of Hall Pass  
Cell Phone Violation  
Dress Code/Appearance  
Excessive Talking in Class (repeated incidents)  
Gambling  
In Parking-lot without permission  
Parking violation  
Leaving lunch area without permission  
Leaving school without permission/not signing out  
Not bringing materials to class (repeated incidents)  
Obscenity  
Projectiles  
Public Display of Affection  
Sleeping in Class (repeated incidents)

**10 point violation**

Class dismissal  
Disrespect toward staff  
Disruptive behavior/Mischief  
Forgery  
Graffiti/Minor vandalism  
Lunch room violation  
Lying to faculty/staff/administration  
Not returning to class after activity

**15 point violation**

Computer misuse  
Misconduct under substitute teacher  
Unsafe driving in parking lot  
Gang/satanic graffiti/symbols/signing  
Rough housing  
Cheating/plagiarism

**25 point violation**

Disruptive devices  
Truancy

**30 point violation**

Defiance of authority  
Fighting  
Possession/use of tobacco products  
Theft  
Theft/vandalism of less than \$150.00

**40 point violation**

**Gesture/Obscenity toward staff**

**Harassment of student**

**Intimidation of student**

**Bullying**

**60 point violation**

**Threat/intimidation/harassment toward staff**

**Theft/vandalism of \$150.00 or more**

**Zero Tolerance**

**Drug/Alcohol abuse, etc.**

**Assault/Battery of Staff member**

**Weapons possession/Use**

**False Fire Alarm**

**Bomb Threat**

**Explosive Devices**

**Gross Disobedience or misconduct**

## **MISCONDUCT POINT SYSTEM GUIDELINES**

**35 points-** Discipline Warning Letter will be sent home.

**55 points-** Required Parent Conference. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *55 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the *school counselor/social worker*. The purpose of this conference is to develop a plan so the student can be successful in school.

**75 points-** Required Parent Conference. If a senior, the student will be unable to go on the senior trip. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *75 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the school *administrator*. The purpose of this conference is to develop a plan so the student can be successful in school.

**100 points-** The student will be placed on School **Disciplinary Probation**.

1. A student that accumulates **100** misconduct points or violates the policies of the Board of Education concerning misconduct may be placed on **School Disciplinary Probation** by a school administrator.
2. A student placed on probation shall be required to abide by the school's rules on tardiness, attendance, behavior, and such other specific conditions of the probation as may be established.
3. If the student fails to abide by the conditions of his or her probation or reaches **120** misconduct points, he/she may be subject to Alternative School Placement or an Expulsion hearing before the Board of Education.
4. While a student is on **School Disciplinary Probation** he/she will have the opportunity to contract with his/her teachers and the administration to eliminate misconduct points.
5. While on **School Disciplinary Probation** the student will not be allowed to attend any after school extra-curricular activities home or away.

**120 points-** When a student accumulates **120** points under the misconduct points system, the student will be recommended for expulsion or alternative school placement. The length of the expulsion or the option of alternative school placement will be determined on a case-by-case basis.

**Points may be earned back through an approved behavior contract with both the teacher and administration.**

### **SATURDAY SCHOOL GUIDELINES**

Saturday School is intended to provide an alternative to the suspension of a student out of school. Students will receive a three hour (8:00 a.m.-11:00 a.m.)Saturday School assignment. The student will be expected to bring enough work to keep them busy during the time assigned. **If a student does not attend Saturday School, does not bring work for the time assigned, or is sent out for behavior, he/she will be suspended out of school for two days with no credit given except for major works.** This out of school suspension will be for the two days of school immediately following the Saturday School. The second time a student chooses not to attend an assigned Saturday School; he/she will be assigned three days out-of-school suspension and will no longer be assigned Saturday Schools for the remainder of the semester. Once a student has failed to successfully complete two assigned Saturday Schools during a semester, inappropriate behaviors that would normally result in Saturday School assignment will result in an out-of-school suspension. **STUDENTS WHO ARE ABSENT ON FRIDAY ARE STILL EXPECTED TO SERVE ANY ASSIGNED SATURDAY SCHOOL.**

The rules and procedures for Saturday School are as follows:

1. Students will be given two school days' notice before serving Saturday School so they can make necessary arrangements.
2. Students should report to the high school commons by 7:50 A.M. on the day assigned.
3. If a student is late, he/she will not be admitted.
4. Students will be seated by the supervisor.
5. Students will be given a short break at 10:00 A.M.
6. Food, drinks, electronic devices such as I-Pods and laptops are not permitted. Cell phones should be powered off.
7. Sleeping is not allowed.
8. The supervisor has the responsibility to maintain regular classroom discipline. A student may be sent out of Saturday School for violation of rules or procedures. If a student is sent out of Saturday School, he/she will serve a 2-day out-of-school suspension.
9. Saturday Schools are expected to be served even though a student might be assigned out-of-school suspension during the same time period.
10. Students attending Saturday School are expected to follow the School Dress Code and follow all other student handbook policies.
11. If school is cancelled on the Friday before Saturday School due to snow day etc., then Saturday School will be cancelled as well and will be rescheduled.

### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

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 District shall comply with the Individuals with Disabilities Education Improvement Act and the Illinois State Board of Education’s special education rules when disciplining special education students. No special education student will be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## GRADING SYSTEM-HIGH SCHOOL

In September of 1998, Northwestern High School changed to a weighted grading system. Under this system a student can receive extra grade point value for certain “honors” classes. These grade points are used to calculate class rank, grade point average and honor roll. They do not affect credit given in anyway.

Students wishing to enroll in honors classes must have at least a 3.0 cumulative grade point average.

Honors Class	Regular Class	Honors Class	
A 5.0	4.0	Biology II	U.S. History CP
B 4.0	3.0	Spanish II, III, IV	Psychology
C 3.0	2.0	Chemistry II	Advanced Math
D 2.0	1.0	Algebra II	Physics
F 0.0	0.0	English IV CP	Calculus

## CREDITS AND CLASSIFICATION

<b>Sophomore</b>	5 Credits	<b>Junior</b>	12 Credits	<b>Senior</b>	19 Credits
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## GRADUATION REQUIREMENTS

*Students must complete at least 7 semesters prior to graduation.*

English I	1 credit	Consumer Ed/HRM	.5 credit
English II	1 credit	Computer Application	1 credit
English III	1 credit	Driver’s Education	.5 credit
English IV	1 credit	Health	.5 credit
Three years of Math	3 credits	P.E. (3 years)	3 credits
U.S. History	1 credit	Electives	8 credits
Constitution Test	Pass	Freshman Seminar	1 credit
Additional Soc. St.	1 credit	Learning Strategies	1 credit
Biology I	1 credit	Band, Art, Foreign Language	
Physical Science	1 credit	or Vocational Education	1 credit

**Required total credits 26 credits**

## ADD/DROP CLASS

Students will be allowed to request in writing to drop or add a class up to the completion of the third day of the semester. All changes must have administrative approval. Students dropping a class after this period will receive a failing grade for the semester. The administration reserves the right to make exceptions to the policy on a case-by-case basis.

## SEMESTER AND FINAL EXAMS

All Northwestern Junior High students are required to take both first and second semester exams in each of their classes. High School requirements are as follows:

1. All students, **including Seniors**, must take first semester exams.
2. Seniors who's PSAE test scores Meet or Exceed the Illinois Learning Standards for a particular subject area may elect to be excused from that subject's first semester final.
3. Any senior participating in early graduation may be required to take semester exams.
4. Students with an "A" average\* in a class and no more than 3 days excused absences **for the entire year**, or "B" average\* and no more than 2 days excused absences **for the entire year** may elect to be excused from taking the second semester exam. Students starting a new class 2<sup>nd</sup> semester must have an "A" average\* and no more than 2 days excused absences or a "B" average\* and no more than 1 day excused absences to be exempt from the final exam. Any student with 1 or more unexcused absences will be required to take the final exams. \*the average will be calculated using 50% 1<sup>st</sup> Semester (Q1, Q2, and Semester Exam) and 50% 2<sup>nd</sup> Semester (Q3, Q4).
5. Any student not required to take an exam may elect to take the exam to raise their score. If the exam does not raise their score, the student may choose to disregard the exam score.

*The campus will continue to be closed during the exam periods as it is during the year. This means that students will not be allowed to leave the building without prior administrative approval. Exams are scheduled on a two-period basis for each class with each day having four exam periods possible. Semester and final exams count for 15% of the grade for all Northwestern Junior and Senior High School students.*

## JUNIOR HIGH PROMOTION-RETENTION

Junior High School students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria: **Grades 7-8:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained. Final course grades are determined by averaging the 2 final semester grades (sum of final grades for S1 + S2 divided by 2).

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **DANCES**

The student body at Northwestern has the opportunity to attend several dances during the year. The dress code for most dances will be casual with the exceptions of Homecoming (semi-formal) and Prom (formal). Northwestern students must register any out-of-school date with the office prior to the dance. In addition, all dances are grade level specific; meaning if it is a high school dance, no junior high students will be allowed to attend. The Board has also approved the use of a breath analyzer at all dances. The procedure for this is as follows:

1. All Northwestern students and their guest entering the dance area will submit to testing. Students should arrive in a timely manner; the breath analyzer is available for only one (1) hour after the doors open.
2. Any non-Northwestern person attending the dance as a date, regardless of age, will submit to testing. Refusal will result in denial of entrance to the dance.
3. Students not passing the test will be detained for parent pick-up and face school and/or legal discipline measures.

Other Regulations:

4. No one can leave the building and expect to return to the dance.
5. Students who are absent from school on the day of the dance, (or the last school day before the dance) for any reason (illness, suspension, expulsion, etc.) are not permitted to attend unless they have received prior permission from the administration.
6. Students who misbehave during the school year (as determined by the administration) may be banned from extra-curricular events and activities, including dances.
7. The sponsoring club or organization must clean up after the dance and put tables and chairs back in proper order before the time of the next scheduled class in the gym.
8. All dances must be placed on the school calendar and approved by the principal.
9. All school dances are considered to be an extra-curricular activity. Students must obey the discipline rules as listed in other parts of the student handbook.
10. The administration must OK all outside guests to student only dances.
11. Refer to number six (6) under Student conduct (p.16).
12. Dance guests 21 years and older need proof of a background check at the individual's own expense and it must be submitted to the High School Office one (1) week prior to the dance.

## **EDUCATION TO CAREERS (SCHOOL TO WORK)**

Some seniors (also juniors with prior administrative approval) may participate in our school-to-work program. Prior approval of the program director and documented employment are required. The school-to-work program is for 7<sup>th</sup> and 8<sup>th</sup> periods only.

## SENIOR TRIP

The year-end senior trip is a privilege, not a property right. Students who choose to display misbehavior during the school year are in jeopardy of losing the privilege of participating in the trip. Seniors who do not attend the senior trip are expected to attend school during the senior trip. A senior who is not achieving a 77% semester average and a 77% quarter average at the mid-term of the 4<sup>th</sup> quarter in a class which is required for graduation will not be allowed to participate in the senior trip. A senior with graduation in jeopardy or who has reached 75 points or more level on the discipline system, will not be allowed to participate in the senior trip. **Students who move into the district in the 2<sup>nd</sup> semester of their senior year may be subject to an increased fee to attend the senior trip. In addition, any senior with more than three (3) days of unexcused absences (8 periods of unexcused absences equal one full day of absence) or more than 6 tardies will NOT be eligible for the senior trip regardless if a deposit has been made. Trip deposits will not be refunded.**

## COMMENCEMENT DRESS CODE

Shorts, “flip-flops” and other attire deemed inappropriate by the administration will result in exclusion from commencement ceremonies.

## EXCLUSION FROM COMMENCEMENT

A student may be excluded from commencement for any or all of the following reasons:

1. Failure to abide by the commencement dress code.
2. Any inappropriate displays/behavior during the last week of school.

## ATHLETIC & EXTRA-CURRICULAR

When a student becomes a member of a team, club, and/or organization, it is both an **honor** and a **privilege**, and carries the responsibility of a leadership role. The student becomes very visible as a representative of the Northwestern School District and must represent him/herself in an exemplary manner. The student is therefore responsible for the following rules listed under the extra-curricular guidelines:

## EXTRA-CURRICULAR EXPECTATIONS AND PHILOSOPHY

The purposes of extra-curricular programs are to provide students with the opportunity to experience wholesome activities on an interscholastic level. From their participation, students should gain a sense of commitment, dedication, and demonstrate high standards of morality, attitude, and conduct. Extra-curricular activities are sponsored to help increase the overall educational experience of students in the Northwestern schools. Participation in extra-curricular events is considered a privilege.

## STUDENT RESPONSIBILITIES

Students involved in extra-curricular activities, whether as participants or spectators, are representing themselves, their family, their school, and the community when attending an extra-curricular event. They are expected to maintain a high standard of responsibility at these activities.

Students involved in extra-curricular activity will:

1. Display good sportsmanship.
2. Display a high standard of conduct.

3. Demonstrate respect for authorities/teachers, coaches, officials, and sponsors.
4. Display a spirit of cooperation.
5. Maintain a neat appearance when representing Northwestern School District.
6. Use appropriate language.
7. Abide by all school rules.

## COACHES

Coaches/Sponsors of Northwestern teams will:

1. Travel to and from all events with their players.
2. Supervise players before, during, and after practices and games.
3. Complete pre and post season inventories of all equipment and supplies.
4. Schedule all practices and games through the athletic office.
5. Excuse absences from practice or games due to player's religious obligations, medical appointments, funerals, or family emergencies.
6. Behave in an exemplary manner at all practices and games.
7. Complete any other duties as specified by the athletic director.

## SCHOOL FACILITIES/EQUIPMENT

All students are expected to maintain facilities and equipment in an orderly manner. Clean up after each use and leave the area looking as good as or better than it was found.

All equipment must be turned in before the athlete may begin practice for the next sport, receive report cards, or athletic awards. If equipment is not turned in, the athlete will be billed and/or law enforcement called.

## TRANSPORTATION

Students are required to ride to and from events with their coaches and teammates, *with the exception that* a student's parent or guardian may sign a student out at the event to ride home with the student's parent or guardian. Failure to abide by the requirements above is considered Defiance of Authority which is a 30 point violation.

For the Northwestern co-op practices and events, transportation will be provided when a driver is available.

## PRACTICE

Athletes are required to attend all practices during the season. If the student does miss, he/she must tell the coach before the practice missed. Medical appointments, religious obligations, funerals, or family emergencies are exceptions. Appointments for personal convenience (i.e. shopping, hair, work) **will not** be excused. The following sequence may be used when an unexcused absence from practice occurs:

- 1<sup>st</sup> Athlete is suspended for one quarter of the next game.
- 2<sup>nd</sup> Athlete is suspended from one game.
- 3<sup>rd</sup> Athlete is removed from the team.

## ELIGIBILITY

The following list is a guide as to what will be expected of student athletes and cheerleaders at all times:

1. In accordance with the IHSA/IESA policies, Northwestern will determine eligibility using a “no pass, no play” procedure. Participants are required to pass in all classes in order to be eligible for extra-curricular activities.
2. Grades will be checked on a weekly basis with the Athletic Director retrieving grades from the computer system on Thursday afternoon and the coach being notified on Friday of any player being academically ineligible. The grade used to determine eligibility would be the grade received if the semester ended on that day. Ineligible students will be held out of all contests from the following Monday through Sunday. Exception: Athletes cooping at Greenfield will follow Greenfield’s ineligibility timing. When athletes are ineligible because of grades, they are not allowed to dress for games or leave early to get ready for a game. It is the coach’s decision whether or not the athlete sits on the bench.
3. During the sports season any student who is academically ineligible will be allowed to practice but cannot participate in a competition.
4. If a student is ineligible or suspended from a game and he/she attends school that day, the student may be required to attend the game and sit with the team at the coach’s discretion. If a student is absent from school or the game due to illness or any other excusable reason that game will not count as the suspended contest.
5. If a student misses any part of the last four (4) periods of the school day because of illness or an unexcused absence, the student will not be allowed to participate in any team activity that day.
6. In order to participate in an interscholastic activity, students must complete the following prior to the first practice:
  - A. Have a current (less than one year old) record of a physical examination on file in the school office.
  - B. Have a current (present school year) signed student/parent insurance waiver form on file in the school office.
  - C. Have paid the activity fee per board approval.
  - D. Have a completed Photo form.

Failure to comply with any of the above criteria shall give the administrator, coach, or sponsor of said sport or activity the authority to release the participant for any number of games and/or extra-curricular activities.

## ATHLETIC PROGRAMS

Athletic programs, which may be offered at Northwestern Junior-Senior High School, are:

### Junior High Sports

Cheerleading  
Boys Basketball  
Volleyball

### High School Sports (With Greenfield)

Cheerleading  
Baseball  
Softball  
Football  
Girls/Boys Track  
Girls/Boys Basketball  
Volleyball

## **ATHLETIC EQUIPMENT USE**

Athletic equipment should not be worn in gym classes or elsewhere, other than in regular athletic contests or scheduled practices, unless directed by the Coach.

Athletes are responsible for all equipment and clothing issued to them or entrusted to them for their use. Damages or lost articles must be paid for a replacement cost.

## **GROOMING**

Athletes must wear their hair in a proper length that will not interfere with their safety and/or IHSA (IESA) regulations.

## **STUDENT/ATHLETE RULES OF CONDUCT**

All students/athletes must adhere to the rules and regulations of the *Extra-curricular Guidelines* that will be distributed and signed by parents and students prior to each season.

## **ATHLETIC PARTICIPATION FEE**

During the school year, all athletes must pay a participation fee. Co-op participation fees will be paid to the host school. The cost of the participation fee is \$35 for Jr. High Cheerleading, \$40 for Jr. High Basketball and \$40 for Jr. High Volleyball.

If the athletic participation fee cannot be paid and the student wishes to participate in a sport, he/she should contact the Athletic Director or Principal.

No athletic participation refunds will be given after the first official practice.

## **INSURANCE**

Students are covered against medical expenses for accidental injuries that occur while attending regular school sessions and participating in activities exclusively organized, sponsored and supervised by school employees, except for tackle football.

This coverage is provided as secondary insurance to parents and students in the local district. There will be no charge for the coverage as long as no additional expense is incurred for the plan by the district.

Certain exclusions and limitations will apply; even if a student/family already has insurance protection, the student accident coverage can help fill the gaps in the coverage left by deductibles or coinsurance payments. Applications for benefits are available in each school's office. The district assumes no responsibility for any accident or for the filing of claims. Claims must be filed immediately after an accident by the student/parent.

Co-op athletes must follow the Greenfield-Northwestern Athletic Co-op insurance guidelines.

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its

branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance form a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **EXTRA-CURRICULAR GUIDELINES**

- I. The major offense includes use or possession of alcoholic beverages, tobacco, drugs, narcotics, or hallucinating agents.

**OFFENSES & ACTIONS:**

**BOYS & GIRLS SPORTS**

FOOTBALL	VOLLEYBALL	TRACK
FB CHEERLEADING	BASKETBALL	
SOFTBALL	BB CHEERLEADING	
BASEBALL		

**ALCOHOL**

1 <sup>st</sup> Offense	2 Games	4 Games	2 Meets
2 <sup>nd</sup> Offense	6 Games	12 Games	6 Meets
3 <sup>rd</sup> Offense	(1) Calendar Year Suspension		

**ILLEGAL DRUGS**

1 <sup>st</sup> Offense	6 Games	12 Games	6 Meets
2 <sup>nd</sup> Offense	(1) Calendar Year Suspension		

**TOBACCO**

1 <sup>ST</sup> Offense	½ Game	1 Game	½ Meet
2 <sup>nd</sup> Offense	2 Games	4 Games	2 Meets
3 <sup>rd</sup> Offense	Rest of Season		

### **OTHER EXTRA-CURRICULAR ACTIVITIES**

In addition to the athletic programs listed above, the following extra-curricular activities will abide by the extra-curricular guidelines.

National Honor Society	Student Council	JH Service Club
HS FFA	FCCLA	JH FFA
Library Club	Drama Club	Science Club
Annual Staff	Spanish Club	Flags
Band Activities	Various Clubs	

**ALCOHOL**

1 <sup>st</sup> Offense	No participation in next 2 activities
2 <sup>nd</sup> Offense	No participation in next 4 activities



**ILLEGAL DRUGS**

- 1<sup>st</sup> Offense No participation in activities for 1 Semester
- 2<sup>nd</sup> Offense Suspension from Student Council from 1 year

**TOBACCO**

- 1<sup>ST</sup> Offense No participation in next activity
- 2<sup>nd</sup> Offense No participation in next 3 activities
- 3<sup>rd</sup> Offense Suspension from Student Council for 1 year

**ANY ALCOHOL, ILLEGAL DRUG, OR TOBACCO OFFENSE WILL RESULT IN ANY OFFICER LOSING HIS OR HER CURRENT POSITION.**

II. If the offense occurs in a season, the disciplinary action will be carried into the next season proportionately. This will be a season the athlete must compete. If the student athlete is out of season, she/he will have the option to substitute the following punishments. This does not apply to the in-season athlete. This applies to all activities, not only sports. **This is for the 1<sup>st</sup> offense only.**

**ALCOHOL**- 20 hour’s school service or 4 weeks extra-curricular suspension.

**ILLEGAL DRUGS**- 40 hour’s school service or 6 weeks extra-curricular suspension.

**TOBACCO**- 5 hour’s school service or 1 week extra-curricular suspension.

III. Before any suspension provided under these rules shall take effect, the student shall be verbally informed and advised by the head coach. Violations will not be accepted on hearsay.

IV. Rules and regulations may apply to association with a minor using or having in their possession any illegal substance as well as someone using it themselves.

V. any second offense during the out-of-season (within one year time frame), the student athlete may be punished during the next participating season.

VI. Students remain on probation for a period of 1 year after a disciplinary action. If he/she receives no major discipline in that year, they are released from probation and returned to original status.

VII. Each coach has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance, detentions, curfew, dress, general appearance, conduct, profanity, etc. These rules as well as the disciplinary action to be carried out will be set by the individual coach.

VIII. Athletic season dates are as follows:

High School

Volleyball	August to October (or end of State Tournament play)
Football	August to October (or end of Playoff participation)
Basketball	November to February (or end of State Tournament play)
Track	January to May (or end of State Meet participation)
Baseball	February to May (or end of State Tournament play)
Softball	February to May (or end of State Tournament play)

### Jr. High School

Basketball	October to February (or end of State Tournament play)
Volleyball	November to March (or end of State Tournament play)
Summer Basketball	June
Football Passing League	July
Volleyball League	June and July

The above dates outline "In Season". Punishments not completed during the season may be finished out of season through service work or carried over to the following. This will be decided by the coach with input from the athlete.

IX. Some punishment may be substituted through professional counseling provided the coaches, parents, athletic director, and student agree.

**NOTE:** Coaches reserve to counsel athletes and consult with parents as situations arise of in or out-of-season dates.

## IHSA REGULATIONS

Students must abide by IHSA regulations at all times. The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

## IESA ELIGIBILITY RULES

Students must abide by IESA guidelines at all times.

## SPORTS AWARDS

These awards are given to every athlete when they participate for a full season of a sport:  
1<sup>st</sup> year- Junior High N

Athletes may receive up to three (3) pins per sport.

In order to receive any award, athletes must finish the season with the team. The only exception will be in the case of illness or injury.

## ELEMENTARY (PRE-K TO 6) INFORMATION

### ADMISSION TO NORTHWESTERN ELEMENTARY SCHOOL

A child must be five (5) years of age on or before September 1 of the school year to enter kindergarten. A child entering kindergarten must present a certified copy of a birth certificate within 30 days of enrollment.

**A student will not be allowed to attend class after the deadline without a birth certificate or other legal evidence of a birth date.**

There is no provision for mid-year registration. If a child reaches his/her fifth birthday after September 1, he/she will not be eligible to enroll until August of the following year. Should a child be enrolled in an adjoining school district in this age group with the intent to enroll the child in

Northwestern Elementary School when he/she becomes five, the child will not be enrolled in District No. 2 until the following year. This violates the intent of the law and school policy.

## NORTHWESTERN ELEMENTARY SCHOOL'S GENERAL RULES

### GENERAL RULES

1. Treat others as you wish to be treated.
2. Stay in assigned areas.
3. Be prepared for class.
4. Show respect for personnel by following directions the first time they are given.
5. Keep hands, feet, and objects to yourself.
6. No name-calling, obscenities, crude gestures, teasing, roughhousing, or fighting.
7. Respect school property and the property of others.
8. Caps, hats, head coverings, and sunglasses are to be removed when inside the school building.
9. No cheating or copying each other's schoolwork.
10. No CD players or other electronic devices are allowed unless prior approval is given.
11. Students must obey Junior/Senior High School rules when in the Elementary building.

### RECESS PROCEDURES

Students will have Physical Education every day with Mrs. Fones and a morning recess before lunch every day. Students will go outdoors as much as possible. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should **always dress for outside recess**. When a child is unable to go outside, a note stating the reason should be sent by the parent or guardian to the teacher. If a child is to remain inside for more than 3 days, **a note from your doctor will be required**.

The general rules for these periods are:

1. Show respect for school personnel by following directions the first time they are given.
2. Stay in assigned area.
3. Keep hands, feet, and objects to yourself.
4. Stop playing and line up quickly when the whistle is blown.
5. Use equipment properly.

### GENERAL OUTSIDE PLAYGROUND RULES

The outdoor playground and equipment are designed for the children to enjoy in a recreational and safe way. Students are to remain on the designated area of play during recess. When the fields are wet or muddy, they will become off-limits. The following rules are provided as a guide for a fun and safe playground:

1. Misuse or destruction of the playground equipment will not be tolerated.
2. Tackle football is not permitted.
3. Kicking, wrestling, pushing, tripping, and spitting will not be tolerated.
4. No skates or skateboards are allowed.
5. All misunderstandings are to be settled by the supervising teacher.

6. You must ask the adult on duty if you need to re-enter the building.
7. Do not bring toys to school recess.
8. If a student brings something to recess that they shouldn't, the aide shall take away the item and return it after recess.

### **INSIDE RECESS RULES**

Generally, the students will remain in their classrooms during indoor recess.

1. Show respect for the school personnel by following directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Do not run, tag, chase, push, or shove others.
4. Do not throw balls or other objects in the room.
5. Keep noise to an acceptable indoor level.
6. You must have permission from the adult to leave the classroom.

### **LUNCH ROOM**

1. Aides are in charge and may give directions to students.
2. Use good manners at the tables and at recess.
3. Students should sit where directed.
4. Students should keep voices low. Do not yell or scream while in the cafeteria.
5. Keep your hands and feet to yourself. Do not touch the food or trays belonging to others.
6. No toys are allowed in the lunchroom.

### **TARDIES**

Students in grades K-6 will be considered tardy if they are not in their rooms by 8:10 A.M. If a student arrives after 8:10 A.M., he/she is required to get an admit slip from the office. Parents have the responsibility by state law to have children in school at the start of the day.

### **ELEMENTARY STUDENT DISCIPLINE GRADES K-6**

We want your child's educational experience to be a very positive one. In order for your child to get the most out of his/her school day, good classroom discipline must be maintained. Teachers will maintain their own set of classroom rules and teacher aides will maintain cafeteria and playground rules. However, in some instances it may become necessary for the principal, special education director or social worker to become involved in your child's discipline. At the time when the principal or someone other than your child's teacher needs to become part of the child's school discipline; the following steps will possibly be implemented. Extreme and repeated instances may result in immediate isolation, suspension or recommendation for expulsion to the board of education. Intervention can be implemented at any level if the teacher has already implemented prior steps.

**LEVEL I ACTIONS:** Violation of classroom rules set by the teacher; violation of playground rules set by the teacher or aide; profanity; cell phone or other prohibited electronic device; and non-violent bus situations.

**LEVEL I CONSEQUENCES:** Disciplinary Referral and possible telephone call; verbal warning/counseling; parent contract; loss of recess; noon detention; after school detention. After the third violation for the same offense, an after school detention will be given. After six violations for any reason, an after school

detention will be given, and if the student continues level I actions then he/she will go to level II consequences.

**LEVEL II ACTIONS:** Repeated Level I behaviors; bullying behaviors such as teasing, taunting, threatening or indirect bullying behaviors that would socially isolate another through intentional exclusion; sexual harassment; theft; property damage; gross vulgarity; defiance, disrespect or flagrant disobedience; use or possession of tobacco or smoking materials; physical violence or deliberately harming another person; possession of contraband items; unauthorized use of cell phones during the school day.

**LEVEL II CONSEQUENCES:** Disciplinary Referral; possible parent conference; possible loss of privileges or after school detention; possible in school isolation or suspension; possible referral to social worker or school psychologist for observation and possible educational/behavioral evaluation; removal from class pending parent conference.

**LEVEL III ACTIONS:** Selling or transferring drugs on school grounds; possessing or under the influence of alcohol, drugs, or drug look-alikes on school grounds; possession of a firearm or any item that may be used as a weapon; deliberately harming or threatening to harm school personnel; continued or extreme sexual harassment; gross disobedience or misconduct as defined by board policy which is defined in student handbook.

**LEVEL III CONSEQUENCES:**

1. If a student is found selling or transferring drugs on school grounds the student will be given an immediate 10 day suspension, law enforcement authorities will be called.
2. If a student is found using or possessing drugs or any other intoxicants on school grounds the result will be up to 10 days suspension; notifying authorities;
3. Possession of a firearm, explosive device or any other item that can be construed as a weapon will result in a 10 day suspension; confiscation of weapon; notification of authorities; and recommendation to the school board for expulsion. A student who is determined to have brought a firearm or other weapon to school; any school sponsored activity or event which bears a reasonable relationship to school, shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board of education on a case by case basis.
4. Striking, threatening or attempting to harm any employee of this school district will result in a 10 day suspension with recommendation for expulsion made to the school board. Law enforcement authorities will be called.
5. Any action which in the opinion of school authorities constitutes gross disobedience or misconduct as defined by board policy as defined in student handbook will result in out of school suspension for up to ten (10) days with a possible recommendation for expulsion to the board of education.

## **PROMOTION-RETENTION**

Elementary school students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria:

**Primary Grades 1-3:** Students shall be doing passing work/making progress in core subjects according to the following grade level requirements.

**First Grade:** It is critical that the student must pass/be making progress in reading. It is strongly recommended that the student be passing math as well.

**Second and Third Grade:** the student must pass/be making progress in Reading and Math.

**Grades 4-6:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained.

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **PRE-KINDERGARTEN PROGRAM**

Our Pre-K program is funded by a grant from the State of Illinois and is tuition free. The purpose of the grant is to seek and to provide opportunities to children, age 3 to 5 (non-kindergarten age), who have been screened and identified in need of early intervention. The criteria used for placement are as follows:

1. Developing in developmental areas (cognitive, speech and language, social emotional, fine motor, and gross motor) and,
2. Other at-risk factors including health-related or family issues may also influence eligibility into the program. The entire Pre-K staff will strive to provide opportunities for young children that will strengthen their potential in all developmental areas and enable them future success in school.

Our goal is to prepare young children with life-long learning skills for success in future schooling. This goal is accomplished through a developmentally appropriate program of “hands-on” experiences necessary for success within the school environment. The preschool year will mainly focus upon language and social development. The educational program will include:

- a. Reading and Writing readiness
- b. Language development
- c. Personal and Social development
- d. Fine and Gross Motor skills
- e. Auditory/Visual coordination
- f. Science appreciation
- g. Social Studies appreciation
- h. Music appreciation
- i. Health and Safety
- j. Field Trips

The curriculum will be based on learning centers with children’s project planning and choice making because young children learn best by doing. Play is the work of young children.

An important element in the success of our Pre-K program is the parental involvement component. Parent involvement is an invaluable part of a child’s education, because parents are their child’s first teachers. We want parents to be active participants in the education of their child. There

are monthly opportunities for parent participation. This includes home visits, classroom visits for interaction between parent and child, parenting classes, parent-teacher conferences, and family nights with educational components, parent information nights and field trips.

## **MEDICAL**

Any illness or injury should be reported to the office. An accident report will be filled out on the student's injury. If the injury or illness appears to warrant it, parents will be contacted for information and instruction. It is important that all pertinent information regarding home address, home phone numbers, parents' place of employment and employment phone numbers, as well as emergency contacts, be kept current in case emergencies arise.

Parents of students with special medical needs (e.g., hemophilia, diabetes, epilepsy, etc.) should inform the school nurse or building principal of such conditions so that appropriate action may be taken when and if necessary. **The student's physician should supply information pertaining to health conditions and/or physical restrictions.**

## **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

Parents/guardians shall present proof that the student received a health examination by a licensed physician and immunizations against, and screening for, preventable communicable diseases, as required by Illinois Department of Public Health, within one year prior to:

1. Entering Pre-Kindergarten, Kindergarten, sixth and ninth grades.
2. Entering school for the first time.
3. Transferring from a school out-of-state or out-of-country.

It is a school policy that all students participating in athletics must have an annual physical examination and be in compliance regarding immunization.

If a student does not comply with the requirements for physical examinations or immunizations by the first day of student attendance of the current school year the student will be excluded from school until proof of having received such or written proof of a scheduled appointment is presented to the district office. Transfer students will have 30 calendar days from their first day of enrollment to meet these requirements.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520).

## **EYE EXAMINATION**

Parents/guardians of students entering Kindergarten or school for the first time shall present proof before October 15 of the current school year that the student received a comprehensive eye examination by a qualified eye doctor such as an optometrist or ophthalmologist within one year prior to entry of school.

If proof is not submitted by October 15 the student's report card may be held until such proof is presented.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to an eye doctor.

## **DENTAL EXAMINATION**

All students in Kindergarten, Second and Sixth grades must present proof of having been examined by a licensed dentist before May 15 of that school year in accordance with rules adopted by the Illinois Department of Public Health.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to a dentist.

## **VISION AND HEARING SCREENINGS**

Vision and hearing screenings will be given to required students on an annual basis.

## **PARENTAL MEDICAID NOTIFICATION**

Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR part 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

## **CONTAGIOUS DISEASES**

Students suspected of having any contagious disease will not be permitted to remain at school unless authorized by a physician. In all cases, school officials shall be governed by the orders of local health officers of the State Board of Health offices.



## **HEAD LICE**

The school nurse will screen the students individually or by classrooms as indicated by the prevalence of head lice. When a student is identified with signs of head lice the following steps will be taken:

1. The parents or a responsible adult will be notified if signs of head lice are present and the student will be sent home. Written and verbal information will be provided to assist parents in the treatment of head lice. The student's hair must be treated and the nits removed.
2. Students will not be allowed to attend school if they have lice or nits.
3. The personnel in that school should screen siblings attending other schools.
4. Parents must make an appointment to have the student re-screened by the school nurse before returning to school. The parent or responsible adult must accompany the student for this screening. To schedule an appointment, call the school nurse at (217) 436-2442.

## **PRESCRIPTION/NON-PRESCRIPTION DRUGS AND THE ADMINISTRATION OF MEDICATION**

The purpose of administering medication to a student during school hours and related activities is to provide the most favorable condition of health conducive to his/her education curriculum.

If it is considered necessary for a student to take prescription or non-prescription medication at school, the following procedures (recommended by State Board of Education and Illinois Department of Public Health and American Academy of Pediatrics) must be carried out to provide a safe and healthy method of administration.

1. The parents or guardians must get a written request for prescription or non-prescription medications from the student's licensed prescriber to be presented at school before the medication can be administered to the student. This request must include the following information: student's name, licensed prescriber and signature, name of medication (dosage, route of administration, frequency and time of administration), date of prescription, date of order, discontinuation date, diagnosis requiring medication and other pertinent information, intended effect of medication, other medications the student is receiving, and the time interval for re-evaluation. This request will be kept in the school health files.
2. It is the responsibility of the parents or guardians to bring the licensed prescriber's request with written permission from parents or guardians, and medication to school.
3. All prescription medication must be brought in the original pharmacy container.
4. With a current doctor's orders, urgent non-prescription medications may be given to children who experience sudden, sub-acute illness such as headaches, toothaches, menstrual cramps, upset stomach, etc. Parents must provide all non-prescription medications and they must be brought to school in manufacturer's original container with the student's name attached to the container. Manufacturer recommended dosing schedules will be followed on all non-prescription medications unless written instructions are received from your licensed health care provider.
5. All medications will be stored in a secure area in the Junior/Senior High Office, Elementary Office, or Medical Office. Students may not carry and self-administer other common medications, such as acetaminophen, ibuprofen, cough drops, etc.
6. The person administering the medication must document each dose of medication. Documentation must include the following information: name of medication, time dosage, route, and signature of the person administering or supervising the student in self-

administration. If the medication is not administered as requested, the reason will be documented and signed.

7. At the end of the treatment regime, the parents or guardians will be responsible for removing any unused medication from the school office. If the medication has not been picked up by the end of the school year, the medication will be destroyed and documentation will be noted in the student health file.
8. All permission for long-term medication must be renewed annually. If there are any changes in medication, there must be written authorization from the licensed prescriber.
9. A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and /or medication, or the storage of any medication by school personnel". (Policy 7:270)

**The school district retains the discretion to reject requests for administration of medication.**

## **HOMEBOUND INSTRUCTION**

Homebound instruction is for those students who are unable to attend school due to physical or other medically related problems. Parents should notify the building principal of the need for their child to participate in homebound instruction. To qualify as a homebound student, the student must submit a physician's statement to be kept on file and complete an application for home services signed by the physician.

## **STUDENT TRANSFERS**

A student seeking admission to a district school must meet all residencies, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. A student must also present a completed "good standing" form from the school form which the student is transferring.

In accordance with Section 2-3, 12 (a) of the School Code, all public school districts are to provide this form to any student who is moving out of the school district to verify whether or not the student is "in good standing" and whether or not his/her medical records are up-to-date and complete as defined in Section 2-3 13 (a). "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to attend classes, as of the date of the form. No public school district is required to admit a student unless he or she can produce this form from the student's previous public Illinois School District enrollment.

## **STUDENT WITHDRAWAL**

Any student withdrawing from school to go to another school system is required to have a withdrawal record. The following information will be included:

- a. Good standing form
- b. Clearance list (texts and P.E. locks turned in)
- c. Estimated grades to date
- d. Administrative clearance (fees paid)

Please notify the school a few days in advance of the last day the student will be in attendance.

## **NO CHILD LEFT BEHIND**

No Child Left Behind (20 USC 6311 (h)(6)) requires each school district that receives Title I funds to notify parents that, they may request, and the school district will provide, information regarding the professional qualifications of their student's teachers, including at a minimum:

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

## **SCHOOL VISITATION RIGHTS**

Illinois law requires that employers grant employees leave of up to a total of 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to their children if the conferences or classroom activities cannot be scheduled during nonworking hours. However, no leave may be taken by employees unless they have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to them except sick leave and disability leave. Before arranging attendance at conferences or activities, employees must provide their employers with a written request for at least 7 days in advance. In emergency situations, no more than 24 hours' notice is required. Employees must consult with their employers to schedule leave so as not to disrupt unduly the operations of their employers. Leave provided for visitation does not have to be paid leave.

For the purpose of this notice:

"Employee" means a person, except an independent contractor, who performs services for hire for an employer for:

1. At least 6 consecutive months immediately preceding a request for leave; and
2. An average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months

"Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or nonprofit organization.

## **SCHOOL FEES**

Under certain circumstances, waivers for some school fees may be granted. Contact the office for further information.

### **ILLINOIS SCHOOL STUDENT RECORDS ACT**

The Illinois School Student Records Act divides school student records into “student permanent records” and “student temporary records”.

“Student permanent records” contain the minimum personal information necessary for the education of students. Such information shall include a student’s name and address, birth date and place, gender, parents’ names and addresses, academic transcript including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, attendance records, accident reports and health record, record of release of permanent record information, scores received on all State Assessment tests administered at the high school level, and such other entries as the Illinois State Board of Education may require or authorize; and may include honors and awards received, and information concerning participation in school-sponsored activities or athletics.

“Student temporary records” contain all information within school student records not contained in student permanent records. Such information shall include a record of release of temporary record information, scores received on State Assessment tests administered at the elementary grade levels, information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or a sanction, information required under Section 8.6 of the Abused and Neglected Child Reporting Act, and may include a student’s family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations or anecdotal records, participation in extra-curricular activities, including any offices held in school-sponsored clubs or organizations, honors and awards received, special education files, and other information of clear relevance to the education of the student. Temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school.

### **RIGHT TO INSPECT AND COPY SCHOOL STUDENT RECORDS; LIMITATIONS; COST FOR COPYING**

A parent or any person specifically designated as representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent’s child. A student has the right to inspect and copy his or her school student permanent record.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. No school employee shall disclose to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner’s child or children are enrolled. A copy of the order of protection shall be maintained in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection.

The cost for copying school student records shall be the actual cost of providing a copy or copies, provided that such costs shall not exceed \$ .35 per page. No parent or student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

## **CONTROL OF ACCESS AND RELEASE OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No. 2 reserves the right to control the access to and release of school student records. The District has the right to request a copy of any information released. All rules and regulations developed by the Illinois State Board of Education in compliance with the Illinois School Student Records Act, the Family Educational Rights and Privacy Act and the Freedom of Information Act will be observed by Northwestern CUSD No. 2.

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 the Illinois School Student Records Act or its regulations.

School student records or information contained therein may, consistent with Illinois law, be released, transferred, disclosed or otherwise disseminated, without parental consent, to the following:

1. A parent, student or person specifically designated as a representative by a parent;
2. An employee or official of the District or Illinois State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. Official records custodians of another school in which the student has enrolled or intends to enroll, upon request of such official or student;
4. Any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
5. Any person pursuant to a court order;
6. Any person specifically required by State or Federal law;
7. Juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court;
8. Subject to regulations of the Illinois State Board of Education, in connection with an emergency, to appropriate persons if the information is necessary to protect the health or safety of the student or other persons;
9. Any person with the prior specified dated written consent of the parent designating the person to whom the records may be released;
10. A governmental agency, or social service agency contacted by a governmental agency, in furtherance of an investigation of a student's school attendance;
11. SHOCAP committee members who fall within the meaning of "state and local officials and authorities", as those terms are used within the meaning of the Family Educational Rights and Privacy Act, for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; and
12. The Department of Public Aid in furtherance of the requirements of the School Code or the School Breakfast and Lunch Program Act.

## **RIGHTS AND PROCEDURES FOR CHALLENGING SCHOOL STUDENT RECORDS**

Parents have the right to challenge the accuracy, relevance or propriety of any entry in the school student records of their child, exclusive of:

Academic grades of their child; and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring.

Parents also have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in the record.

Northwestern CUSD No. 2 shall abide by the procedures prescribed by the Illinois State Board of Education when a challenge is made. Parents who desire to challenge school student records of their child may request a hearing by submitting a written request to the District, which said request shall contain notice of the specific entry or entries challenged and the basis of the challenge. Challenge procedures shall include the following:

1. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated.
  - A. A hearing officer, who is not employed in the school in which the student is enrolled, shall be appointed by the school.
  - B. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
  - C. At the hearing each party shall have the following rights:
    1. The right to present evidence and to call witnesses;
    2. The right to cross-examine witnesses;
    3. The right to counsel;
    4. The right to a written statement of any decision and the reasons therefore; and
    5. The right to appeal an adverse decision to an administrative tribunal or official established or designated by the Illinois State Board of Education.
  - D. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
  - E. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parents and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
    1. To retain the challenged contents of the student record;
    2. To remove the challenged contents of the student record; or
    3. To change, clarify or add to the challenged contents of the student record.
  - F. Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures.
  - G. Upon receipt of such documents, the Regional Superintendent shall examine the documents and record to determine whether the District's proposed action in regard to the student's

- record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school with 20 school days of the receipt of the appeal documents.
- H. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located (see Section 7(c) of the Act).

#### Directory Information and Disclosure

Information that may be designated as directory information shall be limited to:

1. Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses;
2. Academic awards, degrees, and honors;
3. Information in relation to school-sponsored activities, organizations, and athletics;
4. Major field of study, and,
5. Period of attendance in the school.

"Directory Information" may be released to the general public, unless parent requests that any or all such information not be released on his/her child.

### **DESTRUCTION OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No.2 annually reviews all school student records. Student permanent records are retained for not less than 60 years. Student temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school. Parents of students and students who graduated or left this school prior to five years ago are hereby notified that if they wish a copy of their temporary records before they are deleted or destroyed, they must make that request to the records custodian, at Northwestern Elementary School, 436-2442, or Northwestern High School at 436-2011. The scheduled destruction date of temporary records is August 15 of each year. Questions regarding school student records and procedures should be directed to the school district superintendent.

### **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extra-curricular opportunities shall be available for all students without regard to, race, color, national origin, ancestry, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, on the basis of sex or disability, be discriminated against in the provision of programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extra-curricular programs and activities.

Any individual may file a sex-equity, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described below.

The Superintendent and Building Principal will use reasonable measures to inform staff members, students, and parents/guardians of students of this policy and grievance procedure.

## **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with disabilities Education Act, 20 U.S.C. 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, program;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 9300006; or
12. Provision of services to homeless students.

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

### **STEP 1-FILING A COMPLAINT**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed. Upon receiving a complaint, a Complaint Manager shall inform the Superintendent of the substance of the complaint, unless the complaint involves the Superintendent, in which case the Complaint Manager shall inform the President of the School Board of the substance of the complaint. District Complaint Manager: Patrick Bowman



## **STEP 2-INVESTIGATION**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except; (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Step 3. The Superintendent will keep the School Board informed of all complaints.

## **STEP 3-DECISION AND APPEAL**

Within 5 school days after receiving the District Complaint Manager's report, the Superintendent or School Board President shall mail his or her written decision to the Complainant and Complaint Manager via U.S. first class mail.

Within 5 days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's or School Board President's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the School Board's decision, the Superintendent or School Board President shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of the School Code and, thereafter, to the state Superintendent pursuant to Section 2-3.8 of the School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

## **TITLE IX**

The Northwestern Community School Board of Education has adopted a policy which meets the requirements set forth in Title IX of the Education Amendments of 1972, which states: "No person shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered in this school."

## **SPECIAL EDUCATION**

The Northwestern Community Unit School District No. 2 offers a free and appropriate education to all children. Any child between the ages 3-21 residing in the school district is eligible for special education services if he/she is determined eligible by a multi-disciplinary team.

The Northwestern Elementary School provides:

- a. An annual screening of all children between the ages of 2 and 5.
- b. Hearing and vision screening at regular intervals.

- c. Speech and language screening upon initial enrollment in school.
- d. An on-going annual screening by teachers and other professional personnel for possible referral of those children who exhibit problems that interfere with their educational progress and/or adjustment to their educational setting.

Referrals for preliminary evaluation may be made through the building principal, by school district personnel, the parent of a child, community service agency personnel having primary care and custody, other professional persons having knowledge of the child's problems, the child or the State Board of Education when there is reason to believe that a child may require special education. Parents and other members of the community may review a copy of the Rules Governing Special Education at the Superintendent's office.

### **EDUCATIONAL PROGRAMS**

- 1. All students have access to all courses without regard to sex.
- 2. Graduation requirements are identical for all students.
- 3. Cheerleaders may be either male or female.
- 4. Physical Education classes will be integrated by members of both sexes. Separation of students by sex will be made in the following activities:
  - a. When dealing with human sexuality.
  - b. During such activities as wrestling, boxing, football, basketball, and other bodily contact sports.
  - c. Vocal Music-separation of persons based on vocal range and quality.

### **ASBESTOS WARNING/PUBLIC NOTIFICATION**

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

This notification is to inform building occupants of the potential hazard and locations of materials containing asbestos. 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 any materials containing asbestos. Materials containing asbestos have been found in the following buildings: Northwestern Community Unit Schools (N.W.C.U.S.D. #2). Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

### **SCHOOL SECURITY DRILLS**

School security drills are as follows:

- 1. Fire 3
- 2. Tornado and Severe Storm 1
- 3. Earthquake and Evacuation 1
- 4. Armed Intruder 1

Failure to cooperate during a security drill is considered defiance of authority which is a 30 point offense.

## SCHOOL SONG

On Northwestern, On Northwestern  
Make that scoreboard climb  
Pass the ball right down the floor (field)  
A basket (touchdown) sure this time  
Rah, Rah, Rah  
On Northwestern, On Northwestern  
Fight on for your fame  
Fight fellows fight and we will  
Win this game!

Mascot-Wildcat

School Colors-Green and Gold

## ARRIVAL AND DEPARTURE

The doors at Northwestern are opened at 7:45 A.M. Students are dismissed daily at 3:00 P.M. at the elementary and 3:06 P.M. at the Junior/Senior High School.

**If your child will not be riding the bus home in the evening he/she must have a note from parents or he/she will be sent home on the bus.**

Parents need to notify the school if anyone other than the parent(s) is to meet their child at school. When the parent or designee comes to meet a child, the person should first check in at the office. If a divorce decree stipulates no parental visitation at school, the district needs a copy to put in the student file.

## SCHOOL CANCELLATION

School cancellation could occur due to extreme weather or any other unforeseen circumstances. Anytime school is cancelled the automated telephone notification system, SchoolMessenger, will be utilized. A working telephone number should be on file in the central office. Cancellations will also be posted to the following:

### TV Stations:

Channel 2 St. Louis  
Channel 4 St. Louis  
Channel 5 St. Louis  
Channel 20 Springfield

### Radio Stations:

WSMI 1540 AM, 106.1 FM

**Please have alternative plans for your children in case of emergency dismissals.**

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**Northwestern Community Unit School District No. 2**  
**Student Handbook**  
2014-2015

**FOREWARD**

This book is designed to give, in convenient form, important information about Northwestern Community Unit Schools. It is hoped that it may assist new students in adjusting themselves to the life of the school and that it may be a consistent reminder of the school's general procedures, ideals, and traditions. The goal of Northwestern is to create an environment where all students will be able to learn and participate in the many extra-curricular activities. Students are urged to read this book carefully and to keep it for reference throughout the year.

The superintendent, with input from the parent/teacher advisory committee, shall prepare disciplinary rules implementing the Northwestern School District's disciplinary policies. These disciplinary rules shall be presented annually to the Board of Education for review and approval. It takes all of us, including staff, students, parents, and community working together to accomplish this goal. Let's strive to make everyone proud to be a Wildcat.

We are required to have on file signatures of parents/guardians indicating they have received the student handbook. Handbooks will be distributed at the time of registration.

**HANDBOOK DISCLAIMER**

This handbook is not intended to create a contractual relationship with the student, nor is it an exhaustive list of District policies; rather its summary of District policies intended to describe the school, its current practices, procedures, rules and regulation (code of conduct), etc. Membership or participation in a school-sanctioned activity is a privilege and not a property right. As such, the Board of Education and the administration reserve the right to make modifications and/or policy changes when needed. Students and parents will receive the changes in a timely manner. A complete list of District policies is available on the schools website [www.northwestern.k12.il.us](http://www.northwestern.k12.il.us).

**VISION STATEMENT**

The vision of the Northwestern School District is to prepare all students to be academically, socio-emotionally, and technologically proficient in order to become productive members of society.

**MISSION STATEMENT**

The mission of Northwestern Community Unit School District No. 2 is to provide students with the opportunity to grow academically, technologically, and socially to become productive citizens within the community. This includes a commitment of parents, teachers, administrators, and students to work toward the completion of this mission.

## **EDUCATIONAL PHILOSOPHY**

**Specifically, the educational program should make it possible for the student to:**

1. Attain, commensurate with cognitive abilities, optimum proficiency in reading, writing, listening, speaking, social studies, science, and math skills, both computational and problem solving.
2. Develop an understanding of self: personality, strengths, weaknesses, and general capabilities.
3. Develop an ethical sense of community, which will help the personal manifestation of tolerance, kindness and justice to all others.
4. Develop an appreciation for interpersonal relationships, both in the family and in the community.
5. Develop skills for effective participation in the democratic process.
6. Develop knowledge and understanding of the natural and physical environment.
7. Develop economic competence as a consumer.
8. Develop marketable skills and vocational competence.
9. Explore and develop an appreciation of the fine arts.
10. Develop wise use of leisure time.
11. Develop zeal for continuous learning and self-improvement.
12. Be exposed to the world of work.
13. Develop technologically literate students.

**Furthermore, every effort should be made in the educational program to:**

1. Make the best use of the physical plant that was provided by the taxpayers.
2. Secure the judgment of the Board of Education in the selection and approval of the best personnel.
3. Advise and inform the public from time to time of all school activities and to seek their advice.
4. Provide the highest type of moral, ethical and professional leadership.
5. Inform the employed personnel of any actions of the Board of Education pertinent to his/her particular interests.
6. Maintain priorities consistent with the educational goals and philosophy of the District.

And finally, realizing that the final success of the educational program is measured in terms of the accomplishments of the student, the educational program should:

Foster in the student self-discovery, self-awareness, and self-discipline, enabling him/her to realize his/her worth as a human being and to formulate a personal set of values and goals.

Develop a positive attitude toward and practice of those disciplines which will produce a healthy mind and body.

Develop awareness of present and past cultures and civilizations, acquainting the student with the variations in mankind's cultural patterns and with the evolution of his/her national and cultural heritage.

Stimulate intellectual curiosity, guiding the student to learn how to seek further knowledge by familiarizing him/her with the resources and challenges of the world around him/her.

Provide fundamental career concepts and skills, developing in the student a foundation for further career training.

Direct the student in becoming proficient in the art of verbal and nonverbal communication.

Encourage an appreciation of beauty and to assist the student in developing a capacity for aesthetic perception, creation and judgment.

Encourage the student to discover and build from his/her individual strengths and develop an awareness of the value of striving toward excellence and mastery of skills.

Help the student learn to deal effectively with other people, while encouraging him/her to develop sensitivity to the needs and values of others and a respect for individual and group differences.

Develop social and personal responsibility involving the student in decision-making process and problem-solving activities as he/she works toward constructive change.

Help the student recognize the basic laws that explain the behavior of the universe and to help him/her use these laws to predict natural phenomena and to determine their impact on his environment.

Help the student realize his/her relationship to his/her fellow man through learning about man and man's laws and how to live in harmony with them.

Develop an understanding of consumer education concepts and economic principles for the purpose of achieving within the framework of the student's own values, maximum utilization of, and satisfaction from, one's resources.

## **STUDENT RESPONSIBILITY**

Northwestern Schools have the responsibility to provide a quality education to all students who attend these schools. Students have the responsibility to understand and observe all rules and regulations, and to conduct themselves in a manner that will result in the development of productive citizens. These rules and regulations are not limited to school property but also include all reasonable involvement of school activities and events (field trips, bus stops, post prom activities and all extracurricular events).

## **COMMUNITY RESPONSIBILITY**

We welcome the community and encourage community participation. All visitors are required to report to the office upon entering any building on campus. Parents wishing to visit the schools are encouraged to call the office to set up an appointment. The presence of former students in the school is discouraged during school hours.

## **ADMINISTRATION**

Mr. Patrick Bowman, Superintendent/Elementary Principal.....	436-2210
<a href="mailto:pbowman@northwestern.k12.il.us">pbowman@northwestern.k12.il.us</a>	
Mrs. Heather Haley, Assistant Elementary Principal .....	436-2442
<a href="mailto:hhaley@northwestern.k12.il.us">hhaley@northwestern.k12.il.us</a>	
Mrs. Brandi Maxedon, Junior/Senior High Principal.....	436-2011
<a href="mailto:bmaxedon@northwestern.k12.il.us">bmaxedon@northwestern.k12.il.us</a>	
Elementary/Unit Office.....	436-2442
Junior/Senior High Office.....	436-2021

## LUNCH PROCEDURES & PRICES

1. This district received a grant for 2012-2015 which allows all students to eat free of charge.
2. Any additional milk will be charged to the student.
3. Students with money owed will be provided with a milk account balance periodically throughout the school year.
4. School food prices for 2014-2015 school year:
 

Adult Breakfast	\$2.00	Adult Lunch	\$2.50
Extra Milk for Anyone	\$0.45		

## EXPECTATIONS OF STUDENT BEHAVIOR IN THE CAFETERIA

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Use kind words & actions. Wait for your turn politely. Do not cut in line or save a space. Follow adult directions. Be silent when signal is given. Use quiet voices. Use appropriate language. Use good manners.	Clean up after yourself. Get all utensils, milk & condiments when 1 <sup>st</sup> going through the line. Bring your own change for vending machines. Do not ask others for money. The office cannot provide change.	Walk facing forward. Keep hands, feet & objects to self. Use all equipment & materials appropriately. Report accidents, injuries & hazards to nearest adult. Report bullying, harassment, or intimidation immediately. Sit appropriately at the table. Stay at the table until dismissed. Ask permission to leave your seat.

## FREE/REDUCED MEAL APPLICATIONS

Although meals are paid through the grant, it is still necessary for families to apply for free and reduced lunch and breakfast as this fulfills other district criteria. Applications for free and reduced meals are available at each district building location. Letters containing guidelines and applications for free or reduced lunches are available during registration and throughout the year in the school office. Parents requesting free or reduced lunches must complete and return the application to the school office. Verification of income may be requested.

## TRANSPORTATION

The District shall provide free transportation for any student in the District who resides one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available. The District shall provide free transportation for a student living less than one and one-half miles from school where walking to school or to a bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is unavailable. A student's parent or guardian may petition the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation will be provided for special education students if included in the student's individualized education program. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

## EXPECTATIONS OF STUDENTS RIDING THE BUS

*NOTE: Cameras may be utilized to monitor student behavior and bus safety.*

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Use kind words & actions. Follow adult directions. Be silent when signal is given. Use appropriate language. Conversations should be appropriate for all ages.	Be on time at the approved bus stop. Clean up your trash. Do not leave items on the bus. Do not consume food or drinks on the bus.	Cross the road when the bus is completely stopped. Cross in front of bus only. Use quiet voices. Stay in seat while the bus is in motion. Students should sit on bottoms and face the front. Do not throw items out of the window. Keep hands, feet & objects to self and inside the bus. Report accidents, injuries, & hazards to driver. Report bullying, harassment, or intimidation immediately. Use emergency exit when directed by driver. Be quiet at railroad crossings. Possession and/or use of tobacco, alcohol, or other drugs are prohibited.
<p><b>PROCEDURES:</b> The bus driver may verbally reprimand a student, make a written report, or make a written request to the administration that a student be disciplined or suspended from riding the bus. Only the administrator or School Board may suspend students from riding the bus.</p> <p><b>CONSEQUENCES:</b> Discipline will be handled in cooperation with the transportation director, administration, and the student’s parents or guardians. Penalties may include assigned seating, loss or suspension of bus riding privileges, detention, in-school suspension, out-of-school suspension, or expulsion.</p>		

## BICYCLES AND WALKING TO SCHOOL

Due to the location of the school, riding bicycles and walking to school is not encouraged. Permission from the Building Principal should be received prior to any student riding a bike to school.

## FIELD TRIPS

The school recognizes the value of student participation in field trips to increase learning. Field trips, which are going to exceed a 75-mile radius from Northwestern, will require Board approval unless it is an established yearly trip. Students need to be aware that the law considers all field trips the same as a classroom. Therefore, all school rules, regulations, and policies apply on these trips as if the student were actually in the school. Any parent planning to attend a field trip with their student must first participate in a background check through the district office at their own expense and must also attend at least 2 Parent Club meetings, be a classroom assistant, attend Open House/Parent-Teacher

Conferences, or contribute to the class in some manner approved by the teacher at least twice or a combination of the two. Remember, you represent not only yourself but also your school, family, and community. All classroom assignments should be completed in advance; students must have approval of all of their teachers to attend field trips. Students who do not join their group on a field trip are expected to attend school on the day of the trip. At the Jr./Sr. High School, if a student has a failing grade in any class and that class is to meet on the day of the field trip, the student cannot attend the trip. If a student has an unexcused absence the day before the field trip, he/she cannot attend the field trip. No siblings or non-district students may attend field trips.

### **GRADING SYSTEM-DISTRICT WIDE**

92-100.....	A
85-91.....	B
77-84.....	C
68-76.....	D
67-below.....	F

Kindergarten through 3rd grade will use a skills-based grading system.

### **HOMEWORK**

Homework is important to all students. Homework provides the necessary reinforcement for what is learned at school. Most teachers allow some time at school to start homework assignments, so if your child continually seems to have too much homework, please check with your child’s teacher. Homework is a required part of learning. Part of the student’s grade may be determined from homework grades. That is why, if a student is absent, it is very important that he/she get his/her work within the guidelines (i.e., number of days absent, plus one).

### **“D” AND “F” NOTICES**

The staff and administration feel that students and parents should be notified when a student’s performance begins to decline. The school will be sending notices home for those students doing work in the “D” or “F” range at the middle of each marking period. In addition the staff must make contact with the parents before any student will receive a failing grade. This notice may be a telephone call or written note at any time in the quarter.

### **ELEMENTARY CLASS SCHEDULE**

Grade	Recess	Lunch Schedule
K-3	11:30	11:50-12:10
4-6	11:45	12:05-12:25

## JUNIOR/SENIOR HIGH CLASS SCHEDULE

1 <sup>ST</sup> hour	8:12-9:00	
2 <sup>nd</sup> hour	9:03-9:51	
3 <sup>rd</sup> hour	9:54-10:42	
JH Study Hall	10:45-11:15	Lunch 11:15-11:45
4 <sup>th</sup> hour HS	10:45-11:33	
HS Study Hall	11:35-12:05	Lunch 12:05-12:35
5 <sup>th</sup> hour JH	11:48-12:35	
6 <sup>th</sup> hour	12:38-1:26	
7 <sup>th</sup> hour	1:29-2:16	
8 <sup>th</sup> hour	2:19-3:06	

## ATTENDANCE

Students are required to report promptly and to attend all classes. As per Illinois Statutes, for attendance record and report card purposes, a student must be present 300 minutes or more of classroom instruction to constitute a full day of attendance and 150 to 299 minutes for a half-day. Any student who attends school less than 150 minutes is considered absent for a full day. However, for grades K-1, a full day of attendance is equal to four clock hours (240 minutes), and a half-day (120-239 minutes). In grades 7-12 seven class period absences is equal to one full day of absence. Where there is an unexcused absence of a student in grades Kindergarten through 8, the District shall make a reasonable effort to contact the student's parent or guardian by telephone within two hours of these students' first class to notify them of the absence.

A direct relationship exists between academic achievement and regular attendance. There is no substitute for participation in class explanations and discussions; therefore, while assignments might be made up, some learning is lost in any absence. Habits of consistent and punctual attendance are habits that will serve Northwestern students well in their future work lives.

## EXCUSED ABSENCE

The following absences will be deemed excused:

1. Personal illness-5 days (3 days for students who enroll after first semester ends) throughout the year may be excused with a note from the parent/guardian on the day the student returns to school. However, 3 consecutive days or more of absence at any time requires a doctor's note. Doctor's notes do not take away from the 5 days. However, once the student has used the total 5 days, a doctor's excuse is required for each day missed. STUDENTS CANNOT ATTEND SCHOOL EVENTS ON THE DAYS OF ABSENCE. Students may participate in extra-curricular activities if they are present for the last ½ of a school day.
2. Funeral of a family member.
3. Family medical emergency.
4. Medical appointment-We ask parents to make appointments early or late so that students miss no more than ½ day for appointments.
5. Field trips or other school affiliated events. No absence will be reported on the student's record.
6. Observance of a religious holiday.
7. Juniors and Seniors will be allowed 2 college visit days. Juniors cannot carry the days over to their Senior year. These must be pre-arranged and approved by the principal or designee.

Students must have the form completed by the college admissions officer. No absence will be reported on the student's record. Parents are urged to arrange college visits during the summer prior to the child's senior year.

8. Students absent without a doctor's excuse or administrative approval may not attend after school activities. Failure to abide by this will result in an unexcused absence.
9. Others as deemed excused by the administration.

**NOTE: WRITTEN NOTES FROM PARENTS OR FROM THE DOCTOR MUST ACCOMPANY THE CHILD THE DAY HE/SHE RETURNS TO SCHOOL. NOTES BROUGHT AFTER THAT MAY NOT BE ACCEPTED.**

## UNEXCUSED ABSENCE

Students who are absent for other than the above noted reasons are considered unexcused. Student initiated "skip" days are prohibited and will be treated as an unexcused absence. Any student's participation in "skip" days may face disciplinary action. **An unexcused absence for any part of the day will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening.** An unexcused absence means that students cannot earn credit for work completed in class or assignments assigned on that day.

Students absent for 10 consecutive days without a legitimate excuse will be dropped from the roles. Students in grades K-8 can re-enroll at any time after a parent conference. Students with high absenteeism can be retained or fail to receive credit for a course.

## PARENTAL RESPONSIBILITY

Should a child in any grade need to be absent for any reason, parents/guardians are required to notify the school by phone by 9:15 a.m. Students cannot call in for themselves. While family vacations during school are discouraged, it is understood that this is sometimes unavoidable. Should a family vacation be planned during school time, please give ample notice to the school. Students with excessive absences may not be excused for family vacations.

## TRUANCY

A chronic or habitual truant is hereby defined as a Macoupin County student between the ages of 7-16 years of age who is absent without valid cause from attendance for 5% or more of the previous 180 regular attendance days in school. Section 26-10 of the School Codes states: *Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or fine of up to \$500. Any Macoupin County student violating or, Parent/Guardian of a Macoupin County student violating, the terms of Macoupin County's Ordinance, which shall be punished as a petty offense, shall be subject to the following fines, not to exceed the limitations set forth in 55 ILCW 5/5-1113 upon conviction:*

1. A fine of not less than \$25.00 for the first violation.
2. A fine of not less than \$50.00 for the second violation.
3. A fine of not less than \$100.00 for the third violation.

Each day, or portion thereof, upon which a violation occurs, shall constitute a separate violation, with each separate violation being subject to a separate penalty, as provided herein.



## TARDINESS

When students arrive late, they disrupt classes and forgo opportunities to learn. Furthermore, they unfairly interfere with other students' opportunities to learn. Promptness is essential to student success. A student in grades 7-12 will be considered tardy for class if not in the classroom before the last bell to start that period. Students are allowed to be tardy 6 times per year. This is not 6 times per class but a total of 6 for the entire year. After the 6<sup>th</sup> tardy, the following consequences will result:

1. 7<sup>th</sup> tardy-parents will be notified by mail and the student will receive a lunch detention.
2. 8<sup>th</sup> tardy-parents will be notified by mail and the student will receive two lunch detentions.
3. 9<sup>th</sup> tardy-parents will be notified by mail and the student will receive an after-school detention.
4. 10<sup>th</sup> tardy-parents will be notified by mail and the student will receive 2 after-school detentions.
5. 11<sup>th</sup> or 12<sup>th</sup> tardy-parents will be notified by mail the student will receive an in-school suspension.
6. 13 or 14<sup>th</sup> tardy-parents will be notified by mail and the student will receive two in-school suspensions per incident.
7. 15<sup>th</sup> tardy or each additional tardy beyond 15 will receive an out-of-school suspension.

## MAKE-UP WORK/INCOMPLETE GRADES

If a student is absent from class, it is his/her responsibility to make up the work missed, according to each individual teacher's directions. All students will be able to make up work missed during an excused absence. Students will be allowed one more day than the number of days missed to make up assignments. For example, if a student misses Monday, is present Tuesday, the assignment missed on Monday is due Wednesday. **However, students attending academic functions or preplanned absences including but not limited to; Spelling Bee, Olympiad, class field trips, family trips/vacation, etc. shall turn in work the next day of class following the function.** No incomplete grades will be given at the end of the school year except in emergency situations such as an accident, illness, or funeral. Students who have irregular attendance and/or whose absences are unexcused may face grade retention due to lack of basic skill development. In grades 7-12 multiple day absences should occur before a parent may request work from the teacher. Requests should be made twenty-four (24) hours in advance. It is recommended that students check with classmates for assignments.

## DELEGATION OF AUTHORITY

Each teacher and any other school personnel, when students are under his/her charge, is authorized to impose any disciplinary measures, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules of student discipline. Teachers, other certified employees, and other persons (whether certified or not) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other persons, or for the purpose of self-defense, or defense of property. The teachers may remove students from a classroom for disruptive behavior. The Superintendent or Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

## ENROLLMENT OF HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youths. Any homeless child shall be immediately admitted, even if the child or child's parent or guardian is unable to produce records normally required to establish residency.

## STUDENT CONDUCT

The following paragraphs summarize the policies of the Board of Education of Northwestern Community Unit School No. 2 concerning conduct.

Students who are good citizens maintain a cooperative attitude in school and conform to classroom situations. Those who do not are guilty of misconduct. They not only fail to make progress themselves, but also distract others who want to learn.

Parents and guardians of children in school are expected to cooperate with the school by promoting good citizenship in the home and teaching their children the importance of good behavior and proper attitude in the classroom. Parents and guardians are also expected to be involved with any disciplinary actions brought against their child by the school.

Any student who is guilty of misconduct will be subject to verbal reprimand, lunchtime detention, after school detention, in-school suspension, out-of-school suspension, restriction, removal or banishment from extracurricular activities (as either a spectator or a participant), loss of driving privileges, expulsion, and/or Board or court action as dictated under the mandates of the law. Any known violation should be reported immediately to the school authorities. Junior and Senior High Students must obey elementary rules when in the elementary building and elementary students must obey high school rules while in the high school building. **The policies of the Board of Education concerning misconduct are as follows:**

- 1. ATTENDANCE**-Students are required to report promptly and to attend all classes. A student may leave class only with a signed pass issued by the teacher. Excessive tardiness will result in disciplinary action. **Note:** Students initiated "skip" days are prohibited and will be treated as an unexcused absence. Any students participating in "skip" days may face disciplinary action. Any unexcused absence in the afternoon will result in a student being prohibited from attending extracurricular activities, as an observer or participant, that evening; this includes students leaving school due to illness. *Junior and senior high students: 8 periods of absence is equal to one full day of absence.*
- 2. BULLYING/AGGRESSIVE BEHAVIOR**-Aggressive behaviors such as violence, physical contact or closeness, force, noise, coercion, threats, intimidation, fear, profane or abusive language, bullying, or other comparable conduct, including by communications made in writing or electronically, toward anyone or urging other students to engage in such conduct is prohibited. When school personnel have determined that a student has demonstrated any of these aggressive behaviors, the student may receive disciplinary points in accordance with the handbook point system. (Board Policy 7:190)
- 3. CHEATING/PLAGIARISM**- Cheating and/or plagiarizing schoolwork and materials are prohibited.
- 4. CLOSED CAMPUS**-Students must have permission to leave the main campus at any time. Any student leaving school property must sign out through the office or obtain an off-campus pass from an administrator. At the beginning of each day, students are to report only to their respective areas of the gym and be seated unless conducting business in the office or eating breakfast in the cafeteria.
- 5. COMPUTER USE**-Computers and other technology equipment shall be used only for authorized school assignments. Computer use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District

computers. General rules for behavior and communications apply when using electronic networks. A teacher or supervisor must approve usage not related to class assignments. Copyright laws and license agreements related to computer software shall be observed. The District's Internet Usage Agreement contains the appropriate uses, ethics, and protocol. All students must have on file an Internet Usage Agreement signed by parents and students.

**6. MOBILE ELECTRONIC DEVICES (MED)**-The use for personal business or entertainment purposes of cellular phones, smart phones, pagers, radios, tape or CD player/recorders including those equipped with headphones is prohibited during the school day, **unless privileged use has been given by the administration at designated times in the Junior/Senior High School.** These items will be confiscated. Nothing in this policy shall prohibit a member of the faculty or staff from using his/her own or a school owned radio and/or tape player/recorder for instructional purposes or for entertainment purposes when appropriate. However, possession of a radio, tape player, and/or electronic games will be permitted on field trips, travel to athletic/music events, or other school related activities only with the permission and approval of the teacher and/or supervisor.

- a. MED include but are not limited to items such as laptops, cell phones, and PDA's.
- b. Students may have MED in their possession. These devices should be set to silent or quiet mode during the school day.
- c. Use of MED during school hours is regulated by specified times and locations.
- d. MED may be used during times of instruction if it is during a teacher approved and a planned portion of the learning activity.
- e. Any use of MED is strictly prohibited in locker rooms, bathrooms, whether here or in at another facility where a school activity or athletic event is occurring.
- f. Students who are dressed and participating in physical education classes are not permitted to have a MED in their possession.
- g. The District is not responsible for the loss, theft, damage, or vandalism to student MED.
- h. Using a cell phone, video/audio recording device, personal digital assistance (PDA), or other mobile MED in any manner that disrupts the educational environment or violates the rights of others including using the device to take digital images anywhere in the building or on the grounds to cheat, or otherwise violate student conduct rules is strictly forbidden. Consequences will be issued in accordance with handbook rules and regulations.
- i. Violations of this policy will be given consequences.

**7. EXTRACURRICULAR ACTIVITIES**-All students are subject to and are expected to obey the policies, rules, and regulations found in this **Student Handbook** while attending or participating in school sponsored activities. All persons, students and non-students, who attend or participate in activities/events on campus, are required to obey the rules of behavior and conduct established by the Board of Education and any other officially recognized governing body, such as the Illinois High School Association. Student misbehavior at extracurricular events may result in banishment from that event, and future events. **Due to lack of building-wide supervision during an event such as a basketball game, and unless accompanied by an adult, young children and students must remain in the gym during play action. Excessive movement in and out of the gym may result in disciplinary consequences.**

**8. DEFIANCE OF AUTHORITY/INSUBORDINATION**-Defiance of authority is defined as any verbal or non-verbal refusal to comply with a reasonable request from school personnel. Defiance of Authority is a serious offense and will be dealt with accordingly. A student who willfully fails to report to a designated location when requested to do so by any school employee, shall be guilty of insubordination and shall be subject to the board's disciplinary penalties for misconduct.

**9. FALSE ALARM**-The willful making of a false alarm by outcry, mechanical alarm, or other device is prohibited.

**10. FIGHTING**-Fighting, threats, or use of profane or abusive language will not be tolerated. Students who make threats or who are involved in the use of profane or abusive language, as determined by school officials, shall be subject to the Board of Education's disciplinary penalties for misconduct. A student who is provoked or assaulted shall retreat from the situation and seek help from staff members immediately, if possible. A student who immediately retreats from a fight will not be deemed to have been involved in a fight. Provoking a fight or not dispersing from a fight when directed to do so or interfering with school personnel in their attempt to break up a fight may receive the same consequences as for fighting.

**11. FOOD AND DRINK**-All food and drink is to be consumed in the cafeteria **unless prior administration approval**. The soda and juice machines are off limits except during high school lunch and after school. Junior High students do not have access to vending machines. Breakfast is served at Elementary and the Junior/Senior High Schools.

**12. GAMBLING**-Any form of gambling or implied gambling will not be permitted on the campus of Northwestern.

**13. GROSS/CHRONIC DISOBEDIENCE**-Gross/chronic disobedience of school rules is defined as but not limited to violations of the drug/alcohol abuse policy, assault/battery of a staff member, weapons possession or use thereof, false fire alarm, bomb threat, or explosive devices.

**14. HALL CONDUCT**-Students should exercise common courtesy while in the hall areas. Students may not be in the hall areas, during class time, without signed authorization. High school students are not permitted to loiter in the Junior High section unless they are going to the library or class. Likewise, the Junior High students are not allowed to loiter in the high school section. This applies to gym use before the first bell and during selected assemblies.

**15. HALL PASSES**-Students are not to be in the halls during class periods without a hall pass. Teachers are to issue each student an individual written pass. Each pass is a privilege that a faculty member may or may not grant. Improper usage of hall passes will result in the offender being disallowed the privilege. Forgery or altering a pass in any way will result in strong consequences. Penalties will range from revocation of all privileges to suspensions.

**16. LOCKERS**-A locker is to be used to store books, book bags, supplies, and outdoor garments. Students are cautioned not to use lockers for money or other valuables. The school cannot assume responsibility for articles missing from lockers. Lockers should be locked. Beverage containers that have been opened will not be allowed to be kept in lockers. Each student will be held responsible for the condition of the locker assigned. If a locker/lock does not function properly, please contact the office. School authorities may inspect and search school property and equipment owned or controlled by the school, as well as personal effects left there by a student, without notice to or the consent of the student. **Students have no reasonable expectations of privacy in these places or in their personal effects left there.** School authorities may search a student and/or the student's personal effects in the student's possession when there is a reasonable ground for suspecting that a search will produce evidence the particular student has violated or is violating the law or the District's student conduct rule. If a search produces evidence that the student has violated or is violating the law or the District's policies of rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**17. LOITERING**-No loitering is permitted in the restrooms, hallways, and other designated areas at any time.

**18. NUISANCE ITEMS**-Due to the inherent dangers and potential disruption of items such as, but not limited to, roller blades, skateboards, squirt guns, yo-yos, laser pens, etc., are not permitted at school. Such items will be confiscated and returned at the discretion of the teacher and administration.

**19. OBSTRUCTION OF AN INVESTIGATION**-Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be

false, present a potential danger to student and staff safety. Violators will be subject to the Board of Education's penalties for misconduct.

**20. OFFICE PHONE USAGE**-Receiving messages at school- The phone in the office is a business phone. Any calls to parents because of sickness must be made in the office by the office staff. Please try to make appointments, bus plans, alternate car rides, etc. before your student leaves for school in the morning. **Messages are a disruption of class time and cannot be delivered except in the case of an emergency. In addition, student phone usage in the office will be limited. Daily calls for homework, band instruments, uniforms, extracurricular activities, etc. will be banned unless an unforeseen change occurs.**

**21. PRESENCE IN AN UNAUTHORIZED AREA**-some of the unauthorized areas to students are (but not limited to), teachers' lounge, faculty restrooms, etc., unless accompanied by a faculty member. After classes end for the day, students are not allowed in the building except for school related activities such as athletics, clubs, meetings, rehearsals, tutoring, and detentions.

**22. PROJECTILES**-The throwing of any snowball, stone, or other missile is prohibited.

**23. RESTROOMS**-Restrooms are available during the passing time, lunch period, and in *emergency* situations during class time.

**24. SEXTING**-Use of a cellular phone, video recording device, camera, or other electronic device for the purpose of creating, sending, sharing, viewing, receiving, possessing, or storing an indecent visual depiction of oneself or another person is prohibited.

**25. STUDENT LANGUAGE-STUDENT EXPRESSION**-The administration reserves the right to prohibit expression that may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions or actions that are considered obscene to minors, are libelous or slanderous, injures, harasses or invades the privacy of other people; or disrupts the orderly operation of the school.

**26. THEFT**-The pilfering, theft, or illegal possession of another's property, including school property, and/or the taking of money, books, or other property through the use of threats, force or coercion is prohibited.

**27. VANDALISM/CARE OF SCHOOL PROPERTY**-The willful destruction of school property or the property of another individual is prohibited. A student which disfigures, defaces or destroys school property will be required to repair the damage or provide full monetary restitution for the damage in addition to any other discipline that may be imposed per District policy. This includes the writing on desks/lockers and lost or damaged textbooks. Altering or disabling a security device is prohibited.

**28. WEAPONS**-Any student who is determined by school officials to possess, use, transfer, or control a weapon on any school grounds, in any school bus, at any school sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, except where such possession, use transfer, or control is necessary to a legitimate part of a bona fide school program or activity, may be expelled for a definite period of time not less than one (1) year and not more than two (2) years, except as provided below.

For the purpose of this rule, "weapon" shall include, but not be limited to:

- Any type of "firearm", as defined in 430 ILCS 65/1.1, whether loaded or unloaded. The School Code also prohibits firearms as defined by 18 USC & 921 (US Criminal Code) and 720 ILCS 5/24-1 (Illinois Criminal Code).
- Any type "ammunition", as defined in 430 ILCS 65/1.1.
- Any type of "explosive material", as defined in 225 ILCS 210/1003(b).
- Any type of knife-like weapon.

- Any type of Billy club, brass knuckles, metal stars, or metal pipes.
- Any object which substantially resembles any of the objects listed above.
- Any object that is actually used to cause bodily harm to another person, attempted to be used to cause bodily harm to another person, or used to threaten bodily harm to another person, such as pepper spray and mace.
- Any item determined by school officials to have possessed, used, transferred or controlled in violation of this rule will be retained by school officials, and turned over to either a parent or legal guardian of the student at the end of the year or to the police.

The minimum length of expulsion may, in the Board of Education’s discretion, be modified in an individual case. Factors taken into account in such a decision may include:

- The seriousness of the student’s conduct.
- The history or record of the student’s past conduct.
- The likelihood that the student’s conduct will affect the delivery of educational services to other students.
- The severity of the punishment.
- The interests of the student.

The possession and/or use of any kind of pocket knife are prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the office until the end of the year where it may be claimed by a parent or guardian. Any student who uses a pocket knife as a weapon to threaten or harm another person during the school day or at any school sponsored and/or related activities shall be subject to the Board of Education’s disciplinary penalties for misconduct.

## **SOCIAL NETWORK PASSWORDS**

The school may request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the school has reasonable cause to believe that the student’s social networking account contains evidence that the student has violated a school disciplinary rule or policy. (105 ILCS 110/3.10)

## **DESTRUCTION OF PROPERTY**

If a student loses, destroys, or damages school property of books, he/she will be expected to pay for the loss. The administration will place a fair amount on the damage and notify parents of the cost. This act can lead to disciplinary action in accordance with the point system.

## **DISPLAYS OF AFFECTION**

The Board of Education hereby finds and determines that excessive displays of affection may cause substantial disruption to the educational process. All excessive displays of affection, including kissing and fondling, are prohibited anywhere on the school campus or during any school-sponsored event.

## GENERAL DISCIPLINE

When a student commits an act of gross disobedience or misconduct as defined by the School Board, the student's right to an education may be temporarily withheld (105 ILCS 5/10-22.6). No governmental agency, such as a school, may deprive a student of rights without due process of law. A student is entitled to procedural due process and must be allowed to present a defense and explain the circumstances of the actions in question.

The basic difference in suspension and expulsion is as follows:

1. A suspension is not to exceed ten (10) school days. An expulsion is from eleven (11) school days to a maximum of two (2) school years.
2. The Board of Education, the Superintendent, a Principal, or an Assistant Principal may suspend a student; only the local Board of Education can expel a student.
3. A student may be **SUSPENDED** after an informal hearing; a student may be **EXPELLED** after a formal hearing.

## SUSPENSION

The following procedures apply to suspensions:

1. Prior to any suspension, a conference will be held during which the student will be given written or oral notice of the charges against him or her, as well as any evidence to support the charges. The student will have an opportunity to respond to the charges.
2. A pre-suspension conference is not required 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, a student may be suspended immediately, with notice and conference to follow as soon as in practicable.
3. Any suspensions shall be reported immediately to the student's parent or guardian by mailing a written notice. The District will also make reasonable efforts to notify the parent or guardian by phone prior to the beginning of the suspension. The parent or guardian shall be informed of the reason for the suspension, the length of suspension, and their right to a review of the suspension by the School Board.
4. Upon the request of the parent or guardian, a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At such a hearing, the student has the right to a lawyer at the student's own expense to question the person who made the decision to suspend to present evidence, to call witnesses, and to make a statement on his or her own behalf.
5. A record of the proceedings will be made and retained by the School District and provided to the student upon reasonable reimbursement of incurred expenses.
6. If the suspension decision is reversed, all references to it in the student's records will be removed, and the School will give the student assistance necessary to make up missed school work.

## TYPES OF SUSPENSIONS

- 1. Temporary removal from an individual class: If a student is disobedient or disruptive, the pupil may be removed from the class temporarily.** The student will be assigned to another setting during the class period (usually the office). The student reports to all other classes. The student receives homework assignments and may participate in make-up tests. No parent notification is required and no appeal is authorized. In certain situations, a student may be taken home if the continued presence of that student (in the opinion of the administration) will continue to be substantial disruption in the school.
- 2. In-school suspension (directed study): Most district students who are suspended will be assigned to a “directed study” area, as determined by the administration.** Parental notification and due process will be given. During the period of in-school suspension, they will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises, except during the school hours. The student is expected to complete all assignments missed due to the suspension, including tests on a daily basis as required by the teacher. Use of electronic devices will be prohibited. Work must be completed manually.
- 3. Out-of-School suspension: A student may be suspended for up to ten (10) school days for acts of gross misconduct and/or persistent disobedience.** Parental notification and due process are required. During the suspension the student will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises during the period of suspension. This includes weekend events, if applicable. Work is allowed to be made up for 68% of what is earned. The parent or guardian is responsible for obtaining the make-up work for the student. Teachers will bring assignments to the office daily. All work is to be turned in to the office immediately upon arrival when returning from the suspension. Anything not turned in to the office upon arrival will result in a zero grade.

## EXPULSION

The following procedures apply to expulsion.

1. The student and the student’s parents will be notified of the expulsion and requested to appear at a School Board meeting to discuss their child’s behavior. The request shall be made by registered or certified mail and shall state the charges for dismissal (i.e. specific acts of misconduct), and the date, time, place, and purpose of the School Board meeting. The expulsion will not take place until after the School Board meeting.
2. At the hearing by the School Board, the student has a right to a lawyer at the student’s own expense, to question the person who made the recommendation to expel, to present evidence, to call, question, and cross-examine witnesses, and to make a statement on his/her own behalf.
3. A record of the proceedings will be made and retained by the School District and provided to the student or representative upon request and on a reimbursable basis.

In the interest of helping students, the School District may assist in providing or locating alternative educational opportunities for the suspended or expelled student. These opportunities may include alternative school settings. The Illinois State Board of Education provides information and assistance to school districts and students interested in educational alternatives within a school or off campus.



## OTHER DISCIPLINE ALTERNATIVES

Other discipline measures which can be taken by teachers and/or appropriate administrative personnel include, but are not limited to the following: (1) verbal reprimand, (2) parent conferences, (3) time out, (4) detention (lunchtime or after school), (5) loss of driving privileges, (6) withdrawal of privileges (including banishment from extracurricular activities), (7) behavioral contract, (8) peer counseling, (9) referral to counselor, (10) referral to social worker, (11) special assignments, (12) referral to police liaison officer, (13) rearrangement of class schedules, (14) directed study (in-house suspension), (15) restitution, (16) seizure of contraband, and (17) mandatory counseling.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. District employees are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

## DETENTIONS

Junior/Senior High detentions will be served during lunchtime or after school. Lunchtime detentions may be served the day of the incident; however, the date of the detention and reason will still be mailed home. Any staff member is authorized to write a Disciplinary Referral (D.R.), which may result in disciplinary action. **Failure to serve properly may result in more serious consequences. For example, refusal to serve lunchtime or after school detentions may result in an in-or-out-of-school suspension. In case of illness, the detention will be served on the next school day.**

### The rules to follow for detention are:

1. Students may not bring food or drink to detention.
2. During lunchtime detention, students will be served 1 hot lunch with white milk. No condiments, salt/pepper, or seconds are provided in lunch detention.
3. Sit in the seat assigned by the detention supervisor.
4. Bring enough material to keep busy the entire time. Failure to do so may result in rescheduling with additional detentions or in work tasks being assigned, or more serious consequences such as after school detention, or an in-or-out-of-school suspension.
5. No communicating with other students in detention.
6. No laying head or propping feet onto any desk or chair.
7. Follow all directions from the supervising teacher.
8. Students may be required to complete a reflective writing for each incident before completing the detention.
9. Lunch may be served after all other students have gone through the line.
10. Elementary students will serve after school detentions from 3:15-3:45 p.m. on selected days. Junior/Senior High School will be served for one hour after school on the assigned day(s).
11. Use of electronic devices will be prohibited. Work must be completed manually.

***In addition to the detention rules, the monitor may impose additional criteria to be followed.***

## SUBSTANCE USE/ABUSE POLICY

### RULES OF CONDUCT

Possession and/or use of any drugs, alcohol, tobacco, tobacco products or other intoxicants, as well as the possession, use, delivery, control of alcohol, drugs, drug paraphernalia, look-alike drugs, drugs prescribed for another, or other intoxicants is prohibited in any school context. This could include, but not limited to, the school grounds, the regular school program; a school sponsored activity including activities, which occur away from Northwestern Junior/Senior High School. It also includes other context clearly related to school functions, such as activities, which occur adjacent to school property, or school sponsored activities. These activities can occur before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school sponsored activity. Any student found in violation of this policy will be suspended for up to ten (10) school days per incident and will be subject to additional disciplinary actions including possible expulsion from school and all school activities (athletic participation and attendance, dances, prom, trips, and other activities deemed by the administration for one calendar year).

### Definitions

- A. **Tobacco.** For purpose of this policy, tobacco will mean cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked. (including electronic cigarettes or e-cigarettes)(Source: P.A. 86-821; 86-1028).
- B. **School Purposes.** Includes, but is not limited to, all events or activities or other uses of school property that the school board or school officials authorize or permit on school property, including, without limitation, all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate. (Source: 105 ILSC 5/10-20.5b).
- C. **Drugs.** Unless the context requires otherwise, the word “drugs” includes substances containing alcohol and/or mind altering drugs and substances recognized as drugs in The Physicians’ Desk Reference, Official United States Pharmacopeia, Official Homeopathic Pharmacopeia of the United States, or Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word “drugs” also includes substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.
- D. **Drug Paraphernalia-Possession Of.** “Drug paraphernalia” means all equipment, products, and materials of any kind that are peculiar to, marketed for, used in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician. Examples shall include, but not be limited to cigarette papers, pipes, holders of smoking materials of all types, cigarette rolling machines, and other items designed primarily for smoking or ingestion of tobacco products or of substances made illegal under any statute or of substance whose sale, gift, barter, or exchange is made unlawful under the Tobacco Accessories and Smoking Herbs Control Act, 720 ILSC 685.
- E. **Possession.** Any student who has possession or control of any alcoholic beverage, marijuana, and controlled substance other than as prescribed by a physician for that

individual, any other intoxicating substance, any “look-alike” intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. The term “possession” as used herein is defined to include the use of the student’s person, clothing, supplies, or automobile as well as school lockers, desks, or other school property for the storage of illegal substances.

- F. **Delivery.** Any student, who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia will be subject to disciplinary action. Delivery means a person’s immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment of other consideration.
- G. **Look-Alike.** A “look-alike substance” is a substance, which by dosage unit, appearance including color, shape, size, container and/or packaging, markings, or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or an illegal/controlled substance.
- H. **Under the Influence of Drugs.** A student is under the influence of drugs if his behavior or character is modified in any degree as a result of the ingestion, inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed “drunk” or “drugged” to be under the influence of drugs.
- I. **Using Drugs.** A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any school context.

## **PROCEDURES FOR REVIEW OF ELECTRONIC RECORDINGS**

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Administrator, including the Building Principal, Transportation Director, bus driver, and coach or other supervisor. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

## **PROCEDURES FOR SEARCHES**

### **INTRODUCTION**

The Principal or Designee may properly conduct or authorize a search of a student at Northwestern Junior/Senior High School, on the property, or on the school bus when the purpose of that search is to maintain the safety and discipline of the student body or to promote the orderly functioning of the educational environment. Searches will only be conducted for evidence of violations of law or Northwestern Junior/Senior High School expectations.

1. **Reasonable Cause-**Any search of students will only be conducted when a staff member has reasonable suspicion that the search will produce evidence that the student has violated or is violating with the law or District rules of student conduct, based on one or more of the following:

- a. Reliable reports or information from credible sources made known to school staff. If the source is anonymous, the information must show that the informant has a relationship to the school or student so as to give it credibility.
- b. Suspicious or evasive behavior suggesting violation of a school policy or law, or concealment of contraband, weapons, or stolen property.
- c. Observation of a student engaging in prohibited conduct or suspected prohibited conduct.
- d. Verbal statement of the student that he or she has a weapon/contraband or intends to harm students or staff with a weapon.
- e. The return of a student after having run away from the building and suspicion that the student went to a location where a weapon or other prohibited item would be available.

The Northwestern Junior/Senior High staff may also take into account the student's disciplinary history in the development of reasonable suspicion.

2. **Justifying the Procedure-** The scope for the search conducted must be reasonable related to the objective sought and the evidence searched for. The search shall follow the step-by-step process outlined in the Northwestern Junior/Senior High School Procedure. In determining if the search is related to the objectives sought, Northwestern Staff will consider:
  - a. The nature and severity of the violation to determine the permissible amount of intrusion into the student's privacy rights.
  - b. The area to be searched so that it will be no more extensive than required to serve Northwestern legitimate objectives.
  - c. The time and place where the search is conducted so that it will be as close as possible to the time and place of the suspected violation.
  - d. The duration of the search so that it will be no longer than to serve the school's legitimate objectives.
3. **Locker and Desk Searches-** Searches of lockers, desks, storage spaces, and other property owned by Northwestern School District #2 may be conducted at any time, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these areas.
4. **Searches of students and their Personal Belongings-** A search of a student and his/her personal belongings, including vehicles, will be conducted with reasonable cause and according to the Northwestern outlined procedures.
5. **Surveillance-** Surveillance shall only be conducted in hallways, classrooms, school buses, and other areas open to the public view where the students are permitted.
6. **Random Sweeps-** Random sweeps will only occur in cases of emergency where special circumstances require immediate action to avoid danger to persons or property.
7. **Police Involvement-** Police involvement shall be sought whenever Northwestern Officials uncover evidence of a violation of state law or when officials deem such involvement necessary or helpful in maintaining school or bus safety. The standard for a search or seizure by police is probable cause.

## SEXUAL HARASSMENT

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of the student's academic status; or
2. Has the purpose of:

- a. Substantially interfering with a student’s educational environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile”, and offensive, “include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

### **DISTRICT NONDISCRIMINATION COORDINATORS**

Mr. Patrick Bowman, District Office  
 30953 Route 111  
 Palmyra, Illinois 62674  
 217-436-2442

Mrs. Brandi Maxedon, Jr./Sr. High  
 30889 Route 111  
 Palmyra, Illinois 62674  
 217-436-2011

### **TEEN DATING POLICY**

According to (105 ILCS 110/3.10) The Northwestern School Board policy has adopted a policy stating teen dating violence is unacceptable and prohibited and each student has the right to a safe learning environment.

### **DRIVING**

Students’ driving to school is a privilege and will be treated as such. By the fact that a parent permits his/her child to drive, the school will assume no responsibility for a student’s driving habits or motor vehicles. Students will be expected to abide by the following rules:

1. An authorization/registration form signed by the student and parent/guardian including a copy of current proof of vehicular insurance must be on file in the office before parking tags will be issued. This registration form must list **ALL** vehicles that the student might drive.
2. A vehicle tag is required for parking on campus and must be purchased yearly in the office. This tag must be clearly visible within the designated area.
3. Students will exercise extreme caution when operating a motor vehicle on school property. Speed limit- 10 miles per hour on school property.
4. Upon arrival at school, the vehicle is to be parked and locked, and must remain so until the end of the day. **Students must leave cars as soon as they park and not return until school is dismissed.**
5. Students will be assigned a numbered parking space.
6. Student parking is in the **main lot only**, not in the circle drive, the north end of the building, by the dumpster, or the tin shed.
7. Students **must** yield to buses.
8. Only students going north may use the north exit.
9. Violation of Student Handbook rules will result in point’s assessment and may result in the loss of driving privileges and/or revocation of parking privileges.

10. Refer to number four under Procedures for Searches (p.24). Violations of any of these rules can and will result in the loss of driving privileges or vehicle being towed at the owner's expense.

## EXTRA-CURRICULAR MISCONDUCT

While participating in extra-curricular activities (either as a participant or as a spectator), students will adhere to Northwestern Community Unit School District No. 2 Discipline Code as well as all federal, state and local laws. Student misconduct during extra-curricular activities may be handled similarly to misconduct taking place during school hours on district premises.

Appropriate disciplinary measures may be taken by the sponsor/teacher/coach as well as referrals to the administration for disciplinary action in the event of misconduct. This may cause the student to be removed from extra-curricular activities and/or positions of leadership (e.g., Student Council, FFA, etc.).

Students and parents are reminded that participation in activities is a privilege. Students must assume responsibility for their behavior during their participation and abide by any rules and codes as may be implemented. Student misconduct will result in points being assigned and may result in the student's temporary or permanent removal from extra-curricular activities.

At the conclusion of a game or extra-curricular activity, students are expected to depart the premises in a timely manner. Students who do not depart in a timely manner may be banned from future extra-curricular activities or events.

## STUDENT DRESS AND GROOMING

Students will be expected to abide by the following policies that are designed to create an environment conducive to learning.

All students in the Northwestern District, grades K-12, are expected to wear clothing in a neat, clean and well-fitting manner. Students are to use discretion in their dress and are not permitted to wear apparel that is distracting or obscene. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere or disrupt the educational environment or process.

- Dress and grooming shall not be contrary to curriculum goals and/or educational objectives or advertise, promote, or picture alcoholic beverages, illegal drugs, or illegal or violent behavior.
- Dress and grooming including accessories shall not display lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols.
- Bare shoulders, bare backs and bare midriffs are unacceptable. All attire is required to have a neckline, which does not show the chest or cleavage area.
- All tops/shirts must have sleeves. The following types of tops (but not limited to) are not permitted: halter tops, tube tops, tops with spaghetti straps, and tank tops which violate the conditions stated in the opening of this dress code.
- Severely ripped clothes and pajamas are inappropriate for school and are not allowed. No holes causing skin to be visible. No tights underneath of ripped clothes to cover skin.
- Clothing made of fishnet fabric is not permitted.
- Hemlines may not be any shorter than mid-thigh (finger-tip length). **No Soffe shorts.**
- Ragged hemlines or cut off hemlines that drag shall not be worn in the buildings.

- Properly fitting clothing is to be worn. Undersized, oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waist. Sagging is prohibited.
- Appropriate footwear must be worn at all times.
- Roller blade type shoes are prohibited.
- Coats, sunglasses, and head apparel (hats, bandanas, scarves, etc.) shall not be worn in the buildings during the school day. No book bags, bags, or purses shall be carried throughout the buildings during the school day. These items are to be locked in student lockers.
- Pierced jewelry other than earrings worn in the ear shall not be worn.
- Chains are prohibited.
- Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times.

**Students who violate this Dress Code will be required to immediately change into attire previously approved by administration. Failure to comply will result in designated consequences. They will not be excused during the time that it takes to be in compliance with the Dress Code. Interpretation will be the responsibility of the Building Administrator(s). These rules apply to all student activities and transportation under the direction of the school. The following point system reflects all student activities in the same manner.**

## **JUNIOR HIGH AND HIGH SCHOOL**

### **MISCONDUCT/POINT SYSTEM**

<i><b>Point</b></i>	<i><b>Discipline</b></i>
5	1 lunch detention
10	2 lunch detentions
15	1 after-school detention
20	2 after-school detentions
25	In-school suspension (1-3 days)/Bus Suspension
30	In-school suspension (1-3 days)/Bus Suspension
35	In-school suspension (1-3 days)/Bus Suspension
40	Saturday School (In-School Suspension 3-5 days)
45	Saturday School (In-School Suspension 3-5 days)
50	Saturday School (In-School Suspension 3-5 days)
55	Saturday School (In-School Suspension 3-5 days)
60	Out-of-school suspension (1-10 days)
65	Out-of-school suspension (1-10 days)
70	Out-of-school suspension (3-10 days)
75	Out-of-school suspension (3-10 days)
80	Out-of-school suspension (5-10 days)
85	Out-of-school suspension (5-10 days)
90	Out-of-school suspension (5-10 days)
95	Out-of-school suspension (5-10 days)
100	Out-of-school suspension with Disciplinary Probation
120	Out-of-school suspension with recommendation For alternative school placement or expulsion

**5 point violations**

Abuse of Hall Pass  
Cell Phone Violation  
Dress Code/Appearance  
Excessive Talking in Class (repeated incidents)  
Gambling  
In Parking-lot without permission  
Parking violation  
Leaving lunch area without permission  
Leaving school without permission/not signing out  
Not bringing materials to class (repeated incidents)  
Obscenity  
Projectiles  
Public Display of Affection  
Sleeping in Class (repeated incidents)

**10 point violation**

Class dismissal  
Disrespect toward staff  
Disruptive behavior/Mischief  
Forgery  
Graffiti/Minor vandalism  
Lunch room violation  
Lying to faculty/staff/administration  
Not returning to class after activity

**15 point violation**

Computer misuse  
Misconduct under substitute teacher  
Unsafe driving in parking lot  
Gang/satanic graffiti/symbols/signing  
Rough housing  
Cheating/plagiarism

**25 point violation**

Disruptive devices  
Truancy

**30 point violation**

Defiance of authority  
Fighting  
Possession/use of tobacco products  
Theft  
Theft/vandalism of less than \$150.00



**40 point violation**

**Gesture/Obscenity toward staff**

**Harassment of student**

**Intimidation of student**

**Bullying**

**60 point violation**

**Threat/intimidation/harassment toward staff**

**Theft/vandalism of \$150.00 or more**

**Zero Tolerance**

**Drug/Alcohol abuse, etc.**

**Assault/Battery of Staff member**

**Weapons possession/Use**

**False Fire Alarm**

**Bomb Threat**

**Explosive Devices**

**Gross Disobedience or misconduct**

## **MISCONDUCT POINT SYSTEM GUIDELINES**

**35 points-** Discipline Warning Letter will be sent home.

**55 points-** Required Parent Conference. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *55 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the *school counselor/social worker*. The purpose of this conference is to develop a plan so the student can be successful in school.

**75 points-** Required Parent Conference. If a senior, the student will be unable to go on the senior trip. A parent disciplinary conference will be required before the student will be allowed to return to school. Upon receipt of a *75 point letter*, the parent/guardian must call the high school to make arrangements for a conference with the school *administrator*. The purpose of this conference is to develop a plan so the student can be successful in school.

**100 points-** The student will be placed on School **Disciplinary Probation**.

1. A student that accumulates **100** misconduct points or violates the policies of the Board of Education concerning misconduct may be placed on **School Disciplinary Probation** by a school administrator.
2. A student placed on probation shall be required to abide by the school's rules on tardiness, attendance, behavior, and such other specific conditions of the probation as may be established.
3. If the student fails to abide by the conditions of his or her probation or reaches **120** misconduct points, he/she may be subject to Alternative School Placement or an Expulsion hearing before the Board of Education.
4. While a student is on **School Disciplinary Probation** he/she will have the opportunity to contract with his/her teachers and the administration to eliminate misconduct points.
5. While on **School Disciplinary Probation** the student will not be allowed to attend any after school extra-curricular activities home or away.

**120 points-** When a student accumulates **120** points under the misconduct points system, the student will be recommended for expulsion or alternative school placement. The length of the expulsion or the option of alternative school placement will be determined on a case-by-case basis.

**Points may be earned back through an approved behavior contract with both the teacher and administration.**

### **SATURDAY SCHOOL GUIDELINES**

Saturday School is intended to provide an alternative to the suspension of a student out of school. Students will receive a three hour (8:00 a.m.-11:00 a.m.)Saturday School assignment. The student will be expected to bring enough work to keep them busy during the time assigned. **If a student does not attend Saturday School, does not bring work for the time assigned, or is sent out for behavior, he/she will be suspended out of school for two days with no credit given except for major works.** This out of school suspension will be for the two days of school immediately following the Saturday School. The second time a student chooses not to attend an assigned Saturday School; he/she will be assigned three days out-of-school suspension and will no longer be assigned Saturday Schools for the remainder of the semester. Once a student has failed to successfully complete two assigned Saturday Schools during a semester, inappropriate behaviors that would normally result in Saturday School assignment will result in an out-of-school suspension. **STUDENTS WHO ARE ABSENT ON FRIDAY ARE STILL EXPECTED TO SERVE ANY ASSIGNED SATURDAY SCHOOL.**

The rules and procedures for Saturday School are as follows:

1. Students will be given two school days' notice before serving Saturday School so they can make necessary arrangements.
2. Students should report to the high school commons by 7:50 A.M. on the day assigned.
3. If a student is late, he/she will not be admitted.
4. Students will be seated by the supervisor.
5. Students will be given a short break at 10:00 A.M.
6. Food, drinks, electronic devices such as I-Pods and laptops are not permitted. Cell phones should be powered off.
7. Sleeping is not allowed.
8. The supervisor has the responsibility to maintain regular classroom discipline. A student may be sent out of Saturday School for violation of rules or procedures. If a student is sent out of Saturday School, he/she will serve a 2-day out-of-school suspension.
9. Saturday Schools are expected to be served even though a student might be assigned out-of-school suspension during the same time period.
10. Students attending Saturday School are expected to follow the School Dress Code and follow all other student handbook policies.
11. If school is cancelled on the Friday before Saturday School due to snow day etc., then Saturday School will be cancelled as well and will be rescheduled.

### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

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 District shall comply with the Individuals with Disabilities Education Improvement Act and the Illinois State Board of Education’s special education rules when disciplining special education students. No special education student will be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## GRADING SYSTEM-HIGH SCHOOL

In September of 1998, Northwestern High School changed to a weighted grading system. Under this system a student can receive extra grade point value for certain “honors” classes. These grade points are used to calculate class rank, grade point average and honor roll. They do not affect credit given in anyway.

Students wishing to enroll in honors classes must have at least a 3.0 cumulative grade point average.

Honors Class	Regular Class	Honors Class	
A 5.0	4.0	Biology II	U.S. History CP
B 4.0	3.0	Spanish II, III, IV	Psychology
C 3.0	2.0	Chemistry II	Advanced Math
D 2.0	1.0	Algebra II	Physics
F 0.0	0.0	English IV CP	Calculus

## CREDITS AND CLASSIFICATION

<b>Sophomore</b>	5 Credits	<b>Junior</b>	12 Credits	<b>Senior</b>	19 Credits
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## GRADUATION REQUIREMENTS

*Students must complete at least 7 semesters prior to graduation.*

English I	1 credit	Consumer Ed/HRM	.5 credit
English II	1 credit	Computer Application	1 credit
English III	1 credit	Driver’s Education	.5 credit
English IV	1 credit	Health	.5 credit
Three years of Math	3 credits	P.E. (3 years)	3 credits
U.S. History	1 credit	Electives	8 credits
Constitution Test	Pass	Freshman Seminar	1 credit
Additional Soc. St.	1 credit	Learning Strategies	1 credit
Biology I	1 credit	Band, Art, Foreign Language	
Physical Science	1 credit	or Vocational Education	1 credit

**Required total credits 26 credits**

## ADD/DROP CLASS

Students will be allowed to request in writing to drop or add a class up to the completion of the third day of the semester. All changes must have administrative approval. Students dropping a class after this period will receive a failing grade for the semester. The administration reserves the right to make exceptions to the policy on a case-by-case basis.

## SEMESTER AND FINAL EXAMS

All Northwestern Junior High students are required to take both first and second semester exams in each of their classes. High School requirements are as follows:

1. All students, **including Seniors**, must take first semester exams.
2. Seniors who's PSAE test scores Meet or Exceed the Illinois Learning Standards for a particular subject area may elect to be excused from that subject's first semester final.
3. Any senior participating in early graduation may be required to take semester exams.
4. Students with an "A" average\* in a class and no more than 3 days excused absences **for the entire year**, or "B" average\* and no more than 2 days excused absences **for the entire year** may elect to be excused from taking the second semester exam. Students starting a new class 2<sup>nd</sup> semester must have an "A" average\* and no more than 2 days excused absences or a "B" average\* and no more than 1 day excused absences to be exempt from the final exam. Any student with 1 or more unexcused absences will be required to take the final exams. \*the average will be calculated using 50% 1<sup>st</sup> Semester (Q1, Q2, and Semester Exam) and 50% 2<sup>nd</sup> Semester (Q3, Q4).
5. Any student not required to take an exam may elect to take the exam to raise their score. If the exam does not raise their score, the student may choose to disregard the exam score.

*The campus will continue to be closed during the exam periods as it is during the year. This means that students will not be allowed to leave the building without prior administrative approval. Exams are scheduled on a two-period basis for each class with each day having four exam periods possible. Semester and final exams count for 15% of the grade for all Northwestern Junior and Senior High School students.*

## JUNIOR HIGH PROMOTION-RETENTION

Junior High School students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria: **Grades 7-8:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained. Final course grades are determined by averaging the 2 final semester grades (sum of final grades for S1 + S2 divided by 2).

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **DANCES**

The student body at Northwestern has the opportunity to attend several dances during the year. The dress code for most dances will be casual with the exceptions of Homecoming (semi-formal) and Prom (formal). Northwestern students must register any out-of-school date with the office prior to the dance. In addition, all dances are grade level specific; meaning if it is a high school dance, no junior high students will be allowed to attend. The Board has also approved the use of a breath analyzer at all dances. The procedure for this is as follows:

1. All Northwestern students and their guest entering the dance area will submit to testing. Students should arrive in a timely manner; the breath analyzer is available for only one (1) hour after the doors open.
2. Any non-Northwestern person attending the dance as a date, regardless of age, will submit to testing. Refusal will result in denial of entrance to the dance.
3. Students not passing the test will be detained for parent pick-up and face school and/or legal discipline measures.

Other Regulations:

4. No one can leave the building and expect to return to the dance.
5. Students who are absent from school on the day of the dance, (or the last school day before the dance) for any reason (illness, suspension, expulsion, etc.) are not permitted to attend unless they have received prior permission from the administration.
6. Students who misbehave during the school year (as determined by the administration) may be banned from extra-curricular events and activities, including dances.
7. The sponsoring club or organization must clean up after the dance and put tables and chairs back in proper order before the time of the next scheduled class in the gym.
8. All dances must be placed on the school calendar and approved by the principal.
9. All school dances are considered to be an extra-curricular activity. Students must obey the discipline rules as listed in other parts of the student handbook.
10. The administration must OK all outside guests to student only dances.
11. Refer to number six (6) under Student conduct (p.16).
12. Dance guests 21 years and older need proof of a background check at the individual's own expense and it must be submitted to the High School Office one (1) week prior to the dance.

## **EDUCATION TO CAREERS (SCHOOL TO WORK)**

Some seniors (also juniors with prior administrative approval) may participate in our school-to-work program. Prior approval of the program director and documented employment are required. The school-to-work program is for 7<sup>th</sup> and 8<sup>th</sup> periods only.

## SENIOR TRIP

The year-end senior trip is a privilege, not a property right. Students who choose to display misbehavior during the school year are in jeopardy of losing the privilege of participating in the trip. Seniors who do not attend the senior trip are expected to attend school during the senior trip. A senior who is not achieving a 77% semester average and a 77% quarter average at the mid-term of the 4<sup>th</sup> quarter in a class which is required for graduation will not be allowed to participate in the senior trip. A senior with graduation in jeopardy or who has reached 75 points or more level on the discipline system, will not be allowed to participate in the senior trip. **Students who move into the district in the 2<sup>nd</sup> semester of their senior year may be subject to an increased fee to attend the senior trip. In addition, any senior with more than three (3) days of unexcused absences (8 periods of unexcused absences equal one full day of absence) or more than 6 tardies will NOT be eligible for the senior trip regardless if a deposit has been made. Trip deposits will not be refunded.**

## COMMENCEMENT DRESS CODE

Shorts, “flip-flops” and other attire deemed inappropriate by the administration will result in exclusion from commencement ceremonies.

## EXCLUSION FROM COMMENCEMENT

A student may be excluded from commencement for any or all of the following reasons:

1. Failure to abide by the commencement dress code.
2. Any inappropriate displays/behavior during the last week of school.

## ATHLETIC & EXTRA-CURRICULAR

When a student becomes a member of a team, club, and/or organization, it is both an **honor** and a **privilege**, and carries the responsibility of a leadership role. The student becomes very visible as a representative of the Northwestern School District and must represent him/herself in an exemplary manner. The student is therefore responsible for the following rules listed under the extra-curricular guidelines:

## EXTRA-CURRICULAR EXPECTATIONS AND PHILOSOPHY

The purposes of extra-curricular programs are to provide students with the opportunity to experience wholesome activities on an interscholastic level. From their participation, students should gain a sense of commitment, dedication, and demonstrate high standards of morality, attitude, and conduct. Extra-curricular activities are sponsored to help increase the overall educational experience of students in the Northwestern schools. Participation in extra-curricular events is considered a privilege.

## STUDENT RESPONSIBILITIES

Students involved in extra-curricular activities, whether as participants or spectators, are representing themselves, their family, their school, and the community when attending an extra-curricular event. They are expected to maintain a high standard of responsibility at these activities.

Students involved in extra-curricular activity will:

1. Display good sportsmanship.
2. Display a high standard of conduct.

3. Demonstrate respect for authorities/teachers, coaches, officials, and sponsors.
4. Display a spirit of cooperation.
5. Maintain a neat appearance when representing Northwestern School District.
6. Use appropriate language.
7. Abide by all school rules.

## COACHES

Coaches/Sponsors of Northwestern teams will:

1. Travel to and from all events with their players.
2. Supervise players before, during, and after practices and games.
3. Complete pre and post season inventories of all equipment and supplies.
4. Schedule all practices and games through the athletic office.
5. Excuse absences from practice or games due to player's religious obligations, medical appointments, funerals, or family emergencies.
6. Behave in an exemplary manner at all practices and games.
7. Complete any other duties as specified by the athletic director.

## SCHOOL FACILITIES/EQUIPMENT

All students are expected to maintain facilities and equipment in an orderly manner. Clean up after each use and leave the area looking as good as or better than it was found.

All equipment must be turned in before the athlete may begin practice for the next sport, receive report cards, or athletic awards. If equipment is not turned in, the athlete will be billed and/or law enforcement called.

## TRANSPORTATION

Students are required to ride to and from events with their coaches and teammates, *with the exception that* a student's parent or guardian may sign a student out at the event to ride home with the student's parent or guardian. Failure to abide by the requirements above is considered Defiance of Authority which is a 30 point violation.

For the Northwestern co-op practices and events, transportation will be provided when a driver is available.

## PRACTICE

Athletes are required to attend all practices during the season. If the student does miss, he/she must tell the coach before the practice missed. Medical appointments, religious obligations, funerals, or family emergencies are exceptions. Appointments for personal convenience (i.e. shopping, hair, work) **will not** be excused. The following sequence may be used when an unexcused absence from practice occurs:

- 1<sup>st</sup> Athlete is suspended for one quarter of the next game.
- 2<sup>nd</sup> Athlete is suspended from one game.
- 3<sup>rd</sup> Athlete is removed from the team.

## ELIGIBILITY

The following list is a guide as to what will be expected of student athletes and cheerleaders at all times:

1. In accordance with the IHSA/IESA policies, Northwestern will determine eligibility using a “no pass, no play” procedure. Participants are required to pass in all classes in order to be eligible for extra-curricular activities.
2. Grades will be checked on a weekly basis with the Athletic Director retrieving grades from the computer system on Thursday afternoon and the coach being notified on Friday of any player being academically ineligible. The grade used to determine eligibility would be the grade received if the semester ended on that day. Ineligible students will be held out of all contests from the following Monday through Sunday. Exception: Athletes cooping at Greenfield will follow Greenfield’s ineligibility timing. When athletes are ineligible because of grades, they are not allowed to dress for games or leave early to get ready for a game. It is the coach’s decision whether or not the athlete sits on the bench.
3. During the sports season any student who is academically ineligible will be allowed to practice but cannot participate in a competition.
4. If a student is ineligible or suspended from a game and he/she attends school that day, the student may be required to attend the game and sit with the team at the coach’s discretion. If a student is absent from school or the game due to illness or any other excusable reason that game will not count as the suspended contest.
5. If a student misses any part of the last four (4) periods of the school day because of illness or an unexcused absence, the student will not be allowed to participate in any team activity that day.
6. In order to participate in an interscholastic activity, students must complete the following prior to the first practice:
  - A. Have a current (less than one year old) record of a physical examination on file in the school office.
  - B. Have a current (present school year) signed student/parent insurance waiver form on file in the school office.
  - C. Have paid the activity fee per board approval.
  - D. Have a completed Photo form.

Failure to comply with any of the above criteria shall give the administrator, coach, or sponsor of said sport or activity the authority to release the participant for any number of games and/or extra-curricular activities.

## ATHLETIC PROGRAMS

Athletic programs, which may be offered at Northwestern Junior-Senior High School, are:

### Junior High Sports

Cheerleading  
Boys Basketball  
Volleyball

### High School Sports (With Greenfield)

Cheerleading  
Baseball  
Softball  
Football  
Girls/Boys Track  
Girls/Boys Basketball  
Volleyball



## **ATHLETIC EQUIPMENT USE**

Athletic equipment should not be worn in gym classes or elsewhere, other than in regular athletic contests or scheduled practices, unless directed by the Coach.

Athletes are responsible for all equipment and clothing issued to them or entrusted to them for their use. Damages or lost articles must be paid for a replacement cost.

## **GROOMING**

Athletes must wear their hair in a proper length that will not interfere with their safety and/or IHSA (IESA) regulations.

## **STUDENT/ATHLETE RULES OF CONDUCT**

All students/athletes must adhere to the rules and regulations of the *Extra-curricular Guidelines* that will be distributed and signed by parents and students prior to each season.

## **ATHLETIC PARTICIPATION FEE**

During the school year, all athletes must pay a participation fee. Co-op participation fees will be paid to the host school. The cost of the participation fee is \$35 for Jr. High Cheerleading, \$40 for Jr. High Basketball and \$40 for Jr. High Volleyball.

If the athletic participation fee cannot be paid and the student wishes to participate in a sport, he/she should contact the Athletic Director or Principal.

No athletic participation refunds will be given after the first official practice.

## **INSURANCE**

Students are covered against medical expenses for accidental injuries that occur while attending regular school sessions and participating in activities exclusively organized, sponsored and supervised by school employees, except for tackle football.

This coverage is provided as secondary insurance to parents and students in the local district. There will be no charge for the coverage as long as no additional expense is incurred for the plan by the district.

Certain exclusions and limitations will apply; even if a student/family already has insurance protection, the student accident coverage can help fill the gaps in the coverage left by deductibles or coinsurance payments. Applications for benefits are available in each school's office. The district assumes no responsibility for any accident or for the filing of claims. Claims must be filed immediately after an accident by the student/parent.

Co-op athletes must follow the Greenfield-Northwestern Athletic Co-op insurance guidelines.

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its

branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance form a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **EXTRA-CURRICULAR GUIDELINES**

- I. The major offense includes use or possession of alcoholic beverages, tobacco, drugs, narcotics, or hallucinating agents.

**OFFENSES & ACTIONS:**

**BOYS & GIRLS SPORTS**

FOOTBALL	VOLLEYBALL	TRACK
FB CHEERLEADING	BASKETBALL	
SOFTBALL	BB CHEERLEADING	
BASEBALL		

**ALCOHOL**

1 <sup>st</sup> Offense	2 Games	4 Games	2 Meets
2 <sup>nd</sup> Offense	6 Games	12 Games	6 Meets
3 <sup>rd</sup> Offense	(1) Calendar Year Suspension		

**ILLEGAL DRUGS**

1 <sup>st</sup> Offense	6 Games	12 Games	6 Meets
2 <sup>nd</sup> Offense	(1) Calendar Year Suspension		

**TOBACCO**

1 <sup>ST</sup> Offense	½ Game	1 Game	½ Meet
2 <sup>nd</sup> Offense	2 Games	4 Games	2 Meets
3 <sup>rd</sup> Offense	Rest of Season		

### **OTHER EXTRA-CURRICULAR ACTIVITIES**

In addition to the athletic programs listed above, the following extra-curricular activities will abide by the extra-curricular guidelines.

National Honor Society	Student Council	JH Service Club
HS FFA	FCCLA	JH FFA
Library Club	Drama Club	Science Club
Annual Staff	Spanish Club	Flags
Band Activities	Various Clubs	

**ALCOHOL**

1 <sup>st</sup> Offense	No participation in next 2 activities
2 <sup>nd</sup> Offense	No participation in next 4 activities

**ILLEGAL DRUGS**

- 1<sup>st</sup> Offense No participation in activities for 1 Semester
- 2<sup>nd</sup> Offense Suspension from Student Council from 1 year

**TOBACCO**

- 1<sup>ST</sup> Offense No participation in next activity
- 2<sup>nd</sup> Offense No participation in next 3 activities
- 3<sup>rd</sup> Offense Suspension from Student Council for 1 year

**ANY ALCOHOL, ILLEGAL DRUG, OR TOBACCO OFFENSE WILL RESULT IN ANY OFFICER LOSING HIS OR HER CURRENT POSITION.**

II. If the offense occurs in a season, the disciplinary action will be carried into the next season proportionately. This will be a season the athlete must compete. If the student athlete is out of season, she/he will have the option to substitute the following punishments. This does not apply to the in-season athlete. This applies to all activities, not only sports. **This is for the 1<sup>st</sup> offense only.**

**ALCOHOL**- 20 hour’s school service or 4 weeks extra-curricular suspension.

**ILLEGAL DRUGS**- 40 hour’s school service or 6 weeks extra-curricular suspension.

**TOBACCO**- 5 hour’s school service or 1 week extra-curricular suspension.

III. Before any suspension provided under these rules shall take effect, the student shall be verbally informed and advised by the head coach. Violations will not be accepted on hearsay.

IV. Rules and regulations may apply to association with a minor using or having in their possession any illegal substance as well as someone using it themselves.

V. any second offense during the out-of-season (within one year time frame), the student athlete may be punished during the next participating season.

VI. Students remain on probation for a period of 1 year after a disciplinary action. If he/she receives no major discipline in that year, they are released from probation and returned to original status.

VII. Each coach has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance, detentions, curfew, dress, general appearance, conduct, profanity, etc. These rules as well as the disciplinary action to be carried out will be set by the individual coach.

VIII. Athletic season dates are as follows:

High School

Volleyball	August to October (or end of State Tournament play)
Football	August to October (or end of Playoff participation)
Basketball	November to February (or end of State Tournament play)
Track	January to May (or end of State Meet participation)
Baseball	February to May (or end of State Tournament play)
Softball	February to May (or end of State Tournament play)

Jr. High School

Basketball	October to February (or end of State Tournament play)
Volleyball	November to March (or end of State Tournament play)
Summer Basketball	June
Football Passing League	July
Volleyball League	June and July

The above dates outline “In Season”. Punishments not completed during the season may be finished out of season through service work or carried over to the following. This will be decided by the coach with input from the athlete.

IX. Some punishment may be substituted through professional counseling provided the coaches, parents, athletic director, and student agree.

**NOTE:** Coaches reserve to counsel athletes and consult with parents as situations arise of in or out-of-season dates.

## IHSA REGULATIONS

Students must abide by IHSA regulations at all times. The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

## IESA ELIGIBILITY RULES

Students must abide by IESA guidelines at all times.

## SPORTS AWARDS

These awards are given to every athlete when they participate for a full season of a sport:  
1<sup>st</sup> year- Junior High N

Athletes may receive up to three (3) pins per sport.

In order to receive any award, athletes must finish the season with the team. The only exception will be in the case of illness or injury.

## ELEMENTARY (PRE-K TO 6) INFORMATION

### ADMISSION TO NORTHWESTERN ELEMENTARY SCHOOL

A child must be five (5) years of age on or before September 1 of the school year to enter kindergarten. A child entering kindergarten must present a certified copy of a birth certificate within 30 days of enrollment.

**A student will not be allowed to attend class after the deadline without a birth certificate or other legal evidence of a birth date.**

There is no provision for mid-year registration. If a child reaches his/her fifth birthday after September 1, he/she will not be eligible to enroll until August of the following year. Should a child be enrolled in an adjoining school district in this age group with the intent to enroll the child in

Northwestern Elementary School when he/she becomes five, the child will not be enrolled in District No. 2 until the following year. This violates the intent of the law and school policy.

## NORTHWESTERN ELEMENTARY SCHOOL'S GENERAL RULES

### GENERAL RULES

1. Treat others as you wish to be treated.
2. Stay in assigned areas.
3. Be prepared for class.
4. Show respect for personnel by following directions the first time they are given.
5. Keep hands, feet, and objects to yourself.
6. No name-calling, obscenities, crude gestures, teasing, roughhousing, or fighting.
7. Respect school property and the property of others.
8. Caps, hats, head coverings, and sunglasses are to be removed when inside the school building.
9. No cheating or copying each other's schoolwork.
10. No CD players or other electronic devices are allowed unless prior approval is given.
11. Students must obey Junior/Senior High School rules when in the Elementary building.

### RECESS PROCEDURES

Students will have Physical Education every day with Mrs. Fones and a morning recess before lunch every day. Students will go outdoors as much as possible. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should **always dress for outside recess**. When a child is unable to go outside, a note stating the reason should be sent by the parent or guardian to the teacher. If a child is to remain inside for more than 3 days, **a note from your doctor will be required**.

The general rules for these periods are:

1. Show respect for school personnel by following directions the first time they are given.
2. Stay in assigned area.
3. Keep hands, feet, and objects to yourself.
4. Stop playing and line up quickly when the whistle is blown.
5. Use equipment properly.

### GENERAL OUTSIDE PLAYGROUND RULES

The outdoor playground and equipment are designed for the children to enjoy in a recreational and safe way. Students are to remain on the designated area of play during recess. When the fields are wet or muddy, they will become off-limits. The following rules are provided as a guide for a fun and safe playground:

1. Misuse or destruction of the playground equipment will not be tolerated.
2. Tackle football is not permitted.
3. Kicking, wrestling, pushing, tripping, and spitting will not be tolerated.
4. No skates or skateboards are allowed.
5. All misunderstandings are to be settled by the supervising teacher.

6. You must ask the adult on duty if you need to re-enter the building.
7. Do not bring toys to school recess.
8. If a student brings something to recess that they shouldn't, the aide shall take away the item and return it after recess.

### **INSIDE RECESS RULES**

Generally, the students will remain in their classrooms during indoor recess.

1. Show respect for the school personnel by following directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Do not run, tag, chase, push, or shove others.
4. Do not throw balls or other objects in the room
5. Keep noise to an acceptable indoor level.
6. You must have permission from the adult to leave the classroom.

### **LUNCH ROOM**

1. Aides are in charge and may give directions to students.
2. Use good manners at the tables and at recess.
3. Students should sit where directed.
4. Students should keep voices low. Do not yell or scream while in the cafeteria.
5. Keep your hands and feet to yourself. Do not touch the food or trays belonging to others.
6. No toys are allowed in the lunchroom.

### **TARDIES**

Students in grades K-6 will be considered tardy if they are not in their rooms by 8:10 A.M. If a student arrives after 8:10 A.M., he/she is required to get an admit slip from the office. Parents have the responsibility by state law to have children in school at the start of the day.

### **ELEMENTARY STUDENT DISCIPLINE GRADES K-6**

We want your child's educational experience to be a very positive one. In order for your child to get the most out of his/her school day, good classroom discipline must be maintained. Teachers will maintain their own set of classroom rules and teacher aides will maintain cafeteria and playground rules. However, in some instances it may become necessary for the principal, special education director or social worker to become involved in your child's discipline. At the time when the principal or someone other than your child's teacher needs to become part of the child's school discipline; the following steps will possibly be implemented. Extreme and repeated instances may result in immediate isolation, suspension or recommendation for expulsion to the board of education. Intervention can be implemented at any level if the teacher has already implemented prior steps.

**LEVEL I ACTIONS:** Violation of classroom rules set by the teacher; violation of playground rules set by the teacher or aide; profanity; cell phone or other prohibited electronic device; and non-violent bus situations.

**LEVEL I CONSEQUENCES:** Disciplinary Referral and possible telephone call; verbal warning/counseling; parent contract; loss of recess; noon detention; after school detention. After the third violation for the same offense, an after school detention will be given. After six violations for any reason, an after school

detention will be given, and if the student continues level I actions then he/she will go to level II consequences.

**LEVEL II ACTIONS:** Repeated Level I behaviors; bullying behaviors such as teasing, taunting, threatening or indirect bullying behaviors that would socially isolate another through intentional exclusion; sexual harassment; theft; property damage; gross vulgarity; defiance, disrespect or flagrant disobedience; use or possession of tobacco or smoking materials; physical violence or deliberately harming another person; possession of contraband items; unauthorized use of cell phones during the school day.

**LEVEL II CONSEQUENCES:** Disciplinary Referral; possible parent conference; possible loss of privileges or after school detention; possible in school isolation or suspension; possible referral to social worker or school psychologist for observation and possible educational/behavioral evaluation; removal from class pending parent conference.

**LEVEL III ACTIONS:** Selling or transferring drugs on school grounds; possessing or under the influence of alcohol, drugs, or drug look-alikes on school grounds; possession of a firearm or any item that may be used as a weapon; deliberately harming or threatening to harm school personnel; continued or extreme sexual harassment; gross disobedience or misconduct as defined by board policy which is defined in student handbook.

**LEVEL III CONSEQUENCES:**

1. If a student is found selling or transferring drugs on school grounds the student will be given an immediate 10 day suspension, law enforcement authorities will be called.
2. If a student is found using or possessing drugs or any other intoxicants on school grounds the result will be up to 10 days suspension; notifying authorities;
3. Possession of a firearm, explosive device or any other item that can be construed as a weapon will result in a 10 day suspension; confiscation of weapon; notification of authorities; and recommendation to the school board for expulsion. A student who is determined to have brought a firearm or other weapon to school; any school sponsored activity or event which bears a reasonable relationship to school, shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board of education on a case by case basis.
4. Striking, threatening or attempting to harm any employee of this school district will result in a 10 day suspension with recommendation for expulsion made to the school board. Law enforcement authorities will be called.
5. Any action which in the opinion of school authorities constitutes gross disobedience or misconduct as defined by board policy as defined in student handbook will result in out of school suspension for up to ten (10) days with a possible recommendation for expulsion to the board of education.

## **PROMOTION-RETENTION**

Elementary school students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria:

**Primary Grades 1-3:** Students shall be doing passing work/making progress in core subjects according to the following grade level requirements.

**First Grade:** It is critical that the student must pass/be making progress in reading. It is strongly recommended that the student be passing math as well.

**Second and Third Grade:** the student must pass/be making progress in Reading and Math.

**Grades 4-6:** The core subjects are Reading, Math, English, Social Studies, and Science. If the student fails two of the five major subjects, he/she will be retained.

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. **If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.**

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, **but there will be no social promotions.**

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

## **PRE-KINDERGARTEN PROGRAM**

Our Pre-K program is funded by a grant from the State of Illinois and is tuition free. The purpose of the grant is to seek and to provide opportunities to children, age 3 to 5 (non-kindergarten age), who have been screened and identified in need of early intervention. The criteria used for placement are as follows:

1. Developing in developmental areas (cognitive, speech and language, social emotional, fine motor, and gross motor) and,
2. Other at-risk factors including health-related or family issues may also influence eligibility into the program. The entire Pre-K staff will strive to provide opportunities for young children that will strengthen their potential in all developmental areas and enable them future success in school.

Our goal is to prepare young children with life-long learning skills for success in future schooling. This goal is accomplished through a developmentally appropriate program of “hands-on” experiences necessary for success within the school environment. The preschool year will mainly focus upon language and social development. The educational program will include:

- a. Reading and Writing readiness
- b. Language development
- c. Personal and Social development
- d. Fine and Gross Motor skills
- e. Auditory/Visual coordination
- f. Science appreciation
- g. Social Studies appreciation
- h. Music appreciation
- i. Health and Safety
- j. Field Trips

The curriculum will be based on learning centers with children’s project planning and choice making because young children learn best by doing. Play is the work of young children.

An important element in the success of our Pre-K program is the parental involvement component. Parent involvement is an invaluable part of a child’s education, because parents are their child’s first teachers. We want parents to be active participants in the education of their child. There



are monthly opportunities for parent participation. This includes home visits, classroom visits for interaction between parent and child, parenting classes, parent-teacher conferences, and family nights with educational components, parent information nights and field trips.

## **MEDICAL**

Any illness or injury should be reported to the office. An accident report will be filled out on the student's injury. If the injury or illness appears to warrant it, parents will be contacted for information and instruction. It is important that all pertinent information regarding home address, home phone numbers, parents' place of employment and employment phone numbers, as well as emergency contacts, be kept current in case emergencies arise.

Parents of students with special medical needs (e.g., hemophilia, diabetes, epilepsy, etc.) should inform the school nurse or building principal of such conditions so that appropriate action may be taken when and if necessary. **The student's physician should supply information pertaining to health conditions and/or physical restrictions.**

## **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

Parents/guardians shall present proof that the student received a health examination by a licensed physician and immunizations against, and screening for, preventable communicable diseases, as required by Illinois Department of Public Health, within one year prior to:

1. Entering Pre-Kindergarten, Kindergarten, sixth and ninth grades.
2. Entering school for the first time.
3. Transferring from a school out-of-state or out-of-country.

It is a school policy that all students participating in athletics must have an annual physical examination and be in compliance regarding immunization.

If a student does not comply with the requirements for physical examinations or immunizations by the first day of student attendance of the current school year the student will be excluded from school until proof of having received such or written proof of a scheduled appointment is presented to the district office. Transfer students will have 30 calendar days from their first day of enrollment to meet these requirements.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520).

## **EYE EXAMINATION**

Parents/guardians of students entering Kindergarten or school for the first time shall present proof before October 15 of the current school year that the student received a comprehensive eye examination by a qualified eye doctor such as an optometrist or ophthalmologist within one year prior to entry of school.

If proof is not submitted by October 15 the student's report card may be held until such proof is presented.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to an eye doctor.

## **DENTAL EXAMINATION**

All students in Kindergarten, Second and Sixth grades must present proof of having been examined by a licensed dentist before May 15 of that school year in accordance with rules adopted by the Illinois Department of Public Health.

The only exceptions will be students whose parents present written statements of objection on religious or medical grounds (as stated in sections 665.280, 665.510 or 665.520) or if the student's parents/guardians show an undue burden or lack of access to a dentist.

## **VISION AND HEARING SCREENINGS**

Vision and hearing screenings will be given to required students on an annual basis.

## **PARENTAL MEDICAID NOTIFICATION**

Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR part 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

## **CONTAGIOUS DISEASES**

Students suspected of having any contagious disease will not be permitted to remain at school unless authorized by a physician. In all cases, school officials shall be governed by the orders of local health officers of the State Board of Health offices.

## **HEAD LICE**

The school nurse will screen the students individually or by classrooms as indicated by the prevalence of head lice. When a student is identified with signs of head lice the following steps will be taken:

1. The parents or a responsible adult will be notified if signs of head lice are present and the student will be sent home. Written and verbal information will be provided to assist parents in the treatment of head lice. The student's hair must be treated and the nits removed.
2. Students will not be allowed to attend school if they have lice or nits.
3. The personnel in that school should screen siblings attending other schools.
4. Parents must make an appointment to have the student re-screened by the school nurse before returning to school. The parent or responsible adult must accompany the student for this screening. To schedule an appointment, call the school nurse at (217) 436-2442.

## **PRESCRIPTION/NON-PRESCRIPTION DRUGS AND THE ADMINISTRATION OF MEDICATION**

The purpose of administering medication to a student during school hours and related activities is to provide the most favorable condition of health conducive to his/her education curriculum.

If it is considered necessary for a student to take prescription or non-prescription medication at school, the following procedures (recommended by State Board of Education and Illinois Department of Public Health and American Academy of Pediatrics) must be carried out to provide a safe and healthy method of administration.

1. The parents or guardians must get a written request for prescription or non-prescription medications from the student's licensed prescriber to be presented at school before the medication can be administered to the student. This request must include the following information: student's name, licensed prescriber and signature, name of medication (dosage, route of administration, frequency and time of administration), date of prescription, date of order, discontinuation date, diagnosis requiring medication and other pertinent information, intended effect of medication, other medications the student is receiving, and the time interval for re-evaluation. This request will be kept in the school health files.
2. It is the responsibility of the parents or guardians to bring the licensed prescriber's request with written permission from parents or guardians, and medication to school.
3. All prescription medication must be brought in the original pharmacy container.
4. With a current doctor's orders, urgent non-prescription medications may be given to children who experience sudden, sub-acute illness such as headaches, toothaches, menstrual cramps, upset stomach, etc. Parents must provide all non-prescription medications and they must be brought to school in manufacturer's original container with the student's name attached to the container. Manufacturer recommended dosing schedules will be followed on all non-prescription medications unless written instructions are received from your licensed health care provider.
5. All medications will be stored in a secure area in the Junior/Senior High Office, Elementary Office, or Medical Office. Students may not carry and self-administer other common medications, such as acetaminophen, ibuprofen, cough drops, etc.
6. The person administering the medication must document each dose of medication. Documentation must include the following information: name of medication, time dosage, route, and signature of the person administering or supervising the student in self-

administration. If the medication is not administered as requested, the reason will be documented and signed.

7. At the end of the treatment regime, the parents or guardians will be responsible for removing any unused medication from the school office. If the medication has not been picked up by the end of the school year, the medication will be destroyed and documentation will be noted in the student health file.
8. All permission for long-term medication must be renewed annually. If there are any changes in medication, there must be written authorization from the licensed prescriber.
9. A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and /or medication, or the storage of any medication by school personnel". (Policy 7:270)

**The school district retains the discretion to reject requests for administration of medication.**

## **HOMEBOUND INSTRUCTION**

Homebound instruction is for those students who are unable to attend school due to physical or other medically related problems. Parents should notify the building principal of the need for their child to participate in homebound instruction. To qualify as a homebound student, the student must submit a physician's statement to be kept on file and complete an application for home services signed by the physician.

## **STUDENT TRANSFERS**

A student seeking admission to a district school must meet all residencies, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. A student must also present a completed "good standing" form from the school form which the student is transferring.

In accordance with Section 2-3, 12 (a) of the School Code, all public school districts are to provide this form to any student who is moving out of the school district to verify whether or not the student is "in good standing" and whether or not his/her medical records are up-to-date and complete as defined in Section 2-3 13 (a). "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to attend classes, as of the date of the form. No public school district is required to admit a student unless he or she can produce this form from the student's previous public Illinois School District enrollment.

## **STUDENT WITHDRAWAL**

Any student withdrawing from school to go to another school system is required to have a withdrawal record. The following information will be included:

- a. Good standing form
- b. Clearance list (texts and P.E. locks turned in)
- c. Estimated grades to date
- d. Administrative clearance (fees paid)

Please notify the school a few days in advance of the last day the student will be in attendance.

## **NO CHILD LEFT BEHIND**

No Child Left Behind (20 USC 6311 (h)(6) requires each school district that receives Title I funds to notify parents that, they may request, and the school district will provide, information regarding the professional qualifications of their student's teachers, including at a minimum:

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

## **SCHOOL VISITATION RIGHTS**

Illinois law requires that employers grant employees leave of up to a total of 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to their children if the conferences or classroom activities cannot be scheduled during nonworking hours. However, no leave may be taken by employees unless they have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to them except sick leave and disability leave. Before arranging attendance at conferences or activities, employees must provide their employers with a written request for at least 7 days in advance. In emergency situations, no more than 24 hours' notice is required. Employees must consult with their employers to schedule leave so as not to disrupt unduly the operations of their employers. Leave provided for visitation does not have to be paid leave.

For the purpose of this notice:

"Employee" means a person, except an independent contractor, who performs services for hire for an employer for:

1. At least 6 consecutive months immediately preceding a request for leave; and
2. An average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months

"Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or nonprofit organization.

## **SCHOOL FEES**

Under certain circumstances, waivers for some school fees may be granted. Contact the office for further information.

### **ILLINOIS SCHOOL STUDENT RECORDS ACT**

The Illinois School Student Records Act divides school student records into “student permanent records” and “student temporary records”.

“Student permanent records” contain the minimum personal information necessary for the education of students. Such information shall include a student’s name and address, birth date and place, gender, parents’ names and addresses, academic transcript including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, attendance records, accident reports and health record, record of release of permanent record information, scores received on all State Assessment tests administered at the high school level, and such other entries as the Illinois State Board of Education may require or authorize; and may include honors and awards received, and information concerning participation in school-sponsored activities or athletics.

“Student temporary records” contain all information within school student records not contained in student permanent records. Such information shall include a record of release of temporary record information, scores received on State Assessment tests administered at the elementary grade levels, information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or a sanction, information required under Section 8.6 of the Abused and Neglected Child Reporting Act, and may include a student’s family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations or anecdotal records, participation in extra-curricular activities, including any offices held in school-sponsored clubs or organizations, honors and awards received, special education files, and other information of clear relevance to the education of the student. Temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school.

### **RIGHT TO INSPECT AND COPY SCHOOL STUDENT RECORDS; LIMITATIONS; COST FOR COPYING**

A parent or any person specifically designated as representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent’s child. A student has the right to inspect and copy his or her school student permanent record.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. No school employee shall disclose to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner’s child or children are enrolled. A copy of the order of protection shall be maintained in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection.

The cost for copying school student records shall be the actual cost of providing a copy or copies, provided that such costs shall not exceed \$ .35 per page. No parent or student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

## **CONTROL OF ACCESS AND RELEASE OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No. 2 reserves the right to control the access to and release of school student records. The District has the right to request a copy of any information released. All rules and regulations developed by the Illinois State Board of Education in compliance with the Illinois School Student Records Act, the Family Educational Rights and Privacy Act and the Freedom of Information Act will be observed by Northwestern CUSD No. 2.

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 the Illinois School Student Records Act or its regulations.

School student records or information contained therein may, consistent with Illinois law, be released, transferred, disclosed or otherwise disseminated, without parental consent, to the following:

1. A parent, student or person specifically designated as a representative by a parent;
2. An employee or official of the District or Illinois State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. Official records custodians of another school in which the student has enrolled or intends to enroll, upon request of such official or student;
4. Any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
5. Any person pursuant to a court order;
6. Any person specifically required by State or Federal law;
7. Juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court;
8. Subject to regulations of the Illinois State Board of Education, in connection with an emergency, to appropriate persons if the information is necessary to protect the health or safety of the student or other persons;
9. Any person with the prior specified dated written consent of the parent designating the person to whom the records may be released;
10. A governmental agency, or social service agency contacted by a governmental agency, in furtherance of an investigation of a student's school attendance;
11. SHOCAP committee members who fall within the meaning of "state and local officials and authorities", as those terms are used within the meaning of the Family Educational Rights and Privacy Act, for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; and
12. The Department of Public Aid in furtherance of the requirements of the School Code or the School Breakfast and Lunch Program Act.

## **RIGHTS AND PROCEDURES FOR CHALLENGING SCHOOL STUDENT RECORDS**

Parents have the right to challenge the accuracy, relevance or propriety of any entry in the school student records of their child, exclusive of:

Academic grades of their child; and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring.

Parents also have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in the record.

Northwestern CUSD No. 2 shall abide by the procedures prescribed by the Illinois State Board of Education when a challenge is made. Parents who desire to challenge school student records of their child may request a hearing by submitting a written request to the District, which said request shall contain notice of the specific entry or entries challenged and the basis of the challenge. Challenge procedures shall include the following:

1. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated.
  - A. A hearing officer, who is not employed in the school in which the student is enrolled, shall be appointed by the school.
  - B. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
  - C. At the hearing each party shall have the following rights:
    1. The right to present evidence and to call witnesses;
    2. The right to cross-examine witnesses;
    3. The right to counsel;
    4. The right to a written statement of any decision and the reasons therefore; and
    5. The right to appeal an adverse decision to an administrative tribunal or official established or designated by the Illinois State Board of Education.
  - D. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
  - E. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parents and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
    1. To retain the challenged contents of the student record;
    2. To remove the challenged contents of the student record; or
    3. To change, clarify or add to the challenged contents of the student record.
  - F. Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures.
  - G. Upon receipt of such documents, the Regional Superintendent shall examine the documents and record to determine whether the District's proposed action in regard to the student's



- record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school with 20 school days of the receipt of the appeal documents.
- H. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located (see Section 7(c) of the Act).

#### Directory Information and Disclosure

Information that may be designated as directory information shall be limited to:

1. Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses;
2. Academic awards, degrees, and honors;
3. Information in relation to school-sponsored activities, organizations, and athletics;
4. Major field of study, and,
5. Period of attendance in the school.

"Directory Information" may be released to the general public, unless parent requests that any or all such information not be released on his/her child.

### **DESTRUCTION OF SCHOOL STUDENT RECORDS**

Northwestern CUSD No.2 annually reviews all school student records. Student permanent records are retained for not less than 60 years. Student temporary records will be destroyed five years after the student has graduated, transferred, or otherwise withdrawn from the school. Parents of students and students who graduated or left this school prior to five years ago are hereby notified that if they wish a copy of their temporary records before they are deleted or destroyed, they must make that request to the records custodian, at Northwestern Elementary School, 436-2442, or Northwestern High School at 436-2011. The scheduled destruction date of temporary records is August 15 of each year. Questions regarding school student records and procedures should be directed to the school district superintendent.

### **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extra-curricular opportunities shall be available for all students without regard to, race, color, national origin, ancestry, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, on the basis of sex or disability, be discriminated against in the provision of programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extra-curricular programs and activities.

Any individual may file a sex-equity, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described below.

The Superintendent and Building Principal will use reasonable measures to inform staff members, students, and parents/guardians of students of this policy and grievance procedure.

## **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with disabilities Education Act, 20 U.S.C. 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, program;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 9300006; or
12. Provision of services to homeless students.

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

### **STEP 1-FILING A COMPLAINT**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed. Upon receiving a complaint, a Complaint Manager shall inform the Superintendent of the substance of the complaint, unless the complaint involves the Superintendent, in which case the Complaint Manager shall inform the President of the School Board of the substance of the complaint. District Complaint Manager: Patrick Bowman

## **STEP 2-INVESTIGATION**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except; (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Step 3. The Superintendent will keep the School Board informed of all complaints.

## **STEP 3-DECISION AND APPEAL**

Within 5 school days after receiving the District Complaint Manager's report, the Superintendent or School Board President shall mail his or her written decision to the Complainant and Complaint Manager via U.S. first class mail.

Within 5 days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's or School Board President's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the School Board's decision, the Superintendent or School Board President shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of the School Code and, thereafter, to the state Superintendent pursuant to Section 2-3.8 of the School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

## **TITLE IX**

The Northwestern Community School Board of Education has adopted a policy which meets the requirements set forth in Title IX of the Education Amendments of 1972, which states: "No person shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered in this school."

## **SPECIAL EDUCATION**

The Northwestern Community Unit School District No. 2 offers a free and appropriate education to all children. Any child between the ages 3-21 residing in the school district is eligible for special education services if he/she is determined eligible by a multi-disciplinary team.

The Northwestern Elementary School provides:

- a. An annual screening of all children between the ages of 2 and 5.
- b. Hearing and vision screening at regular intervals.

- c. Speech and language screening upon initial enrollment in school.
- d. An on-going annual screening by teachers and other professional personnel for possible referral of those children who exhibit problems that interfere with their educational progress and/or adjustment to their educational setting.

Referrals for preliminary evaluation may be made through the building principal, by school district personnel, the parent of a child, community service agency personnel having primary care and custody, other professional persons having knowledge of the child's problems, the child or the State Board of Education when there is reason to believe that a child may require special education. Parents and other members of the community may review a copy of the Rules Governing Special Education at the Superintendent's office.

### **EDUCATIONAL PROGRAMS**

1. All students have access to all courses without regard to sex.
2. Graduation requirements are identical for all students.
3. Cheerleaders may be either male or female.
4. Physical Education classes will be integrated by members of both sexes. Separation of students by sex will be made in the following activities:
  - a. When dealing with human sexuality.
  - b. During such activities as wrestling, boxing, football, basketball, and other bodily contact sports.
  - c. Vocal Music-separation of persons based on vocal range and quality.

### **ASBESTOS WARNING/PUBLIC NOTIFICATION**

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

This notification is to inform building occupants of the potential hazard and locations of materials containing asbestos. 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 any materials containing asbestos. Materials containing asbestos have been found in the following buildings: Northwestern Community Unit Schools (N.W.C.U.S.D. #2). Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

### **SCHOOL SECURITY DRILLS**

School security drills are as follows:

1. Fire 3
2. Tornado and Severe Storm 1
3. Earthquake and Evacuation 1
4. Armed Intruder 1

Failure to cooperate during a security drill is considered defiance of authority which is a 30 point offense.

## SCHOOL SONG

On Northwestern, On Northwestern  
Make that scoreboard climb  
Pass the ball right down the floor (field)  
A basket (touchdown) sure this time  
Rah, Rah, Rah  
On Northwestern, On Northwestern  
Fight on for your fame  
Fight fellows fight and we will  
Win this game!

Mascot-Wildcat

School Colors-Green and Gold