



NORTHWESTERN CUSD #2  
STUDENT HANDBOOK  
2020-2021

# **DISTRICT WIDE POLICIES AND INFORMATION**

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## **FORWARD**

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)

# CHAPTER 1 - INTRODUCTORY INFORMATION/ GENERAL NOTICES

## 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.

## 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:	Radio Stations:	Social Media:
Channel 2     St. Louis	WSMI 1540 AM, 106.1 FM	Facebook
Channel 4     St. Louis		Elementary Remind App
Channel 5     St. Louis		
Channel 20    Springfield		

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

## 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 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.
5. The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. For questions related to this program or to express input in the school's English Learners program, contact Keppen Clanton or Heather Haley at (217) 436-2442.
6. Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

## **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.

## **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 non working 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.

## **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extracurricular 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 extracurricular 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.

## **TITLE IX**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Kevin Bowman at 30953 Route 111 Palmyra, IL 62674, (217)-436-2442, or [kbowman@northwestern.k12.il.us](mailto:kbowman@northwestern.k12.il.us).

## **STUDENT HELPLINE INFORMATION**

The Northwestern Community School Board of Education has a helpline for students and the community to utilize if concerns arise.

Telephone (708) 762-8559  
email: [sharetocare@nwcusd.org](mailto:sharetocare@nwcusd.org)

## **PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact Kevin Bowman at (217) 436-2442.

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

## **SEX OFFENDER NOTIFICATION**

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

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry,

[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders,

[www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## CHAPTER 2 - ATTENDANCE & ENROLLMENT

### ATTENDANCE

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

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 the first semester ends) throughout the year may be excused with a note from the parent/guardian on the day the student returns to school. 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 may participate in extracurricular 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. Attending a military honors funeral to sound TAPS.
8. Juniors and Seniors will be allowed 2 college/military visit days. Juniors cannot carry the day's over to their Senior year. These must be prearranged and approved by the principal or designee. Students must have the form completed by the college admissions officer or

- appropriate military personnel. No absence will be reported on the student's record. Parents are urged to arrange college/military visits during the summer prior to the child's senior year.
9. 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.
  10. 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. The school withholds the right to verify the authenticity of each note submitted to the office.**

## 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 15 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.

## TRUANCY

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

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

## 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.

## 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).

## 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 pre-planned 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.

## 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 from 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.

## **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.

## **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.

## CHAPTER 3 - STUDENT FEES/MEAL COSTS

### SCHOOL FEE WAIVERS

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

### LUNCH PROCEDURES & PRICES

1. This district received a grant for FY2020-FY2023 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 2020-2021 school year:

Adult Breakfast	\$2.60	Adult Lunch	\$2.60
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.

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

## **CHAPTER 4 - TRANSPORTATION**

### **TRANSPORTATION**

The District shall provide free transportation for all students due to State Highway 111 makes walking to school a serious hazard due to vehicular traffic. A student's parent or guardian may petition the School Board requesting transportation due to the existence of a serious safety hazard as needed. 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**

Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.

4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Brian Thibadeau: 217-436-2442 Ext. 1206

## **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.

## CHAPTER 5 - HEALTH AND SAFETY

### 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.**

**NOTE: In regards to illness, a student may return to school after being FEVER FREE, without the use of medication, for 24 hours or 24 hours after the last episode of vomiting.**

### 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 October 15 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 the 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 healthcare 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". Each student must have written permission from a primary care provider stating the student can carry the medication on their person and is aware and able to administer the medication as directed. 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)
10. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school. Each student must have a written permission from a primary care provider stating the student can carry the medication on their person and is aware and able to administer the medication as directed.

**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.

## **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 and could result in disciplinary action.

## **CHAPTER 6 - DISCIPLINE AND CONDUCT**

### **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.

### **STUDENT BEHAVIOR**

**Copies of all School District policies on student behavior are available online through the School District's website or in the school office.**

### **PROHIBITED STUDENT CONDUCT**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

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

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

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

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

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

## WHEN AND WHERE CONDUCT RULES APPLY

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

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

## DISCIPLINARY MEASURES

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges (including banishment from extracurricular activities).
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Verbal reprimand.
15. Lunch detention.
16. Loss of driving privileges.
17. Behavioral contract.
18. Referral to counselor/social worker.
19. Rearrangement of class schedule.
20. Mandatory counseling.

21. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

22. Students who violate the District Technology may receive the following consequences. 1<sup>st</sup> violation within a semester-lunch detention, 2<sup>nd</sup> violation within a semester- 30 minute after-school detention and will result in the student taking all finals, 3 or more violations within a semester-will result in an hour after-school detention. Seniors receiving 4 violations within a year-will be prohibited from attending the senior trip.

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

## **CORPORAL PUNISHMENT**

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

## **WEAPONS PROHIBITION**

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

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

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

## **GANG & GANG ACTIVITY PROHIBITED**

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

## **RE-ENGAGEMENT OF RETURNING STUDENTS**

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

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

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

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

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



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

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

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

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

### **Complaint Managers:**

**Kevin Bowman**  
30953 Route 111  
Palmyra, IL 62674  
kbowman@northwestern.k12.il.us

**Keppen Clanton**  
30889 Route 111  
Palmyra, IL 62674  
kclanton@northwestern.k12.il.us

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

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

## **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)

## **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. Students must have approval from all of their teachers to attend field trips and all classroom assignments should be turned in the next day of class following the field trip. 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.

## **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 student conduct policies.

## **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 is 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. **Technology suspension:** If a student is disobedient or disruptive, the student may temporarily lose technology privileges (phone, computer, tablet...). The student will still report to all classes. The student may receive alternate homework assignments if technology is not available. No parent notification is required and no appeal is authorized. **Students will be required to turn in THEIR phone and or other devices into the office before the 8:12 bell. The student's technology will be returned at the end of the student's school day. If a student turns in a "dummy" phone or tries to circumvent their technology suspension in any way the student will receive a 10 day technology suspension.**

3. **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.
4. **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 full credit. The parent or guardian is responsible for obtaining the make-up work for the student. Teachers will bring assignments to the office daily. Students will be allowed one more day than the number of days missed to make-up the assignments. For example, if a student is suspended for 3 days they will have 4 days to make up the work. For example, if a student is suspended Tuesday, Wednesday, and Thursday and they are present Friday, Monday, and Tuesday all work will be due on Wednesday when they return. 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.

## 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 further disciplinary action. 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 further disciplinary action.
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 on selected days as determined by administration. 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 may be suspended for up to ten (10) school days per incident and may 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 the 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 to 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.

## **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. Kevin Bowman, District Office  
30953 Route 111  
Palmyra, Illinois 62674  
217-436-2442

Mrs. Heather Haley, Elementary  
30953 Route 111  
Palmyra, Illinois 62674  
217-436-2442

## SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

### **Sexual Harassment Prohibited**

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

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

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence Prohibited**

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

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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



## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

### **Behavioral Interventions**

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

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

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## **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.

## CHAPTER 7- RTI

### A PARENTS GUIDE TO RESPONSE TO INTERVENTION (RTI)

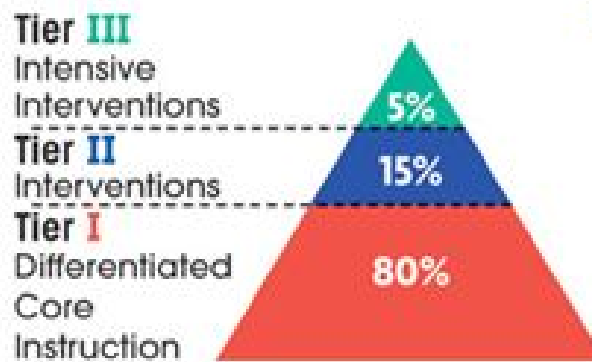
#### What is RtI?

Changes in federal and state laws have directed schools to focus more on helping all children earlier within the general education setting. Response to Intervention (RtI) is a research/evidence-based instructional and intervention model that identifies students who are having difficulty achieving in the core curriculum.

#### What are the benefits to RtI?

Perhaps the greatest benefit of an RtI approach is that it eliminates a “wait to fail” situation because students get help promptly. As soon as assessment data indicates a problem area for students an intervention is put into place to address these concerns.

#### What is the RtI process?



#### Tier I:

- Core curriculum & instruction
- All Students

#### Tier II:

- Small group interventions outside core curriculum instruction.
- Provided in addition to Tier I.

#### Tier III:

- Intense interventions often provided in a one-on-one setting.
- Students not responding adequately to the interventions may be referred for a special education screening.

## **Parents are an important part of RtI!**

How can parents be involved?

- Communicate frequently with your child's teacher.
- Attend school activities such as parent-teacher conferences.
- Help your child with homework assignments.
- Praise your child for any progress or improvement.
- Read with your child each night.
- Review sight words, math flash cards, and spelling words at home.
- Share with your child's teacher what works well at home.
- Always ask questions when things are not clear.

## **CHAPTER 8 - SPECIAL EDUCATION**

### **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 multidisciplinary 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.

### **EXEMPTION FROM PHYSICAL EDUCATION**

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

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

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

### **CERTIFICATE OF HIGH SCHOOL COMPLETION**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

## CHAPTER 9 - DISTRICT E-LEARNING PLAN

### E-LEARNING PLAN

- Provide 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day.
  - o Teachers are available to parents from 8:00 a.m. to 1:00 p.m. by electronic means, e-mail, text, or by phone
  - o Google Classroom and online instruction is available grades 4-12
  - o Individual learning packets for K-3
  - o Assignments listed on school website as well as sent through school reach system and available on Google Classroom
  - o Some students have district technology available to them
  - o All books are available for assignments and homework
  - o New assignments may be picked up at school if necessary when available
- The program is intended for students to participate on computers, the Internet, Google Classroom, and other forms of electronic devices that can be utilized.
- District will ensure that non-electronic materials are made available to students in the program who do not have access to the technology or to participating teachers or students who are prevented from accessing the required technology
- District will ensure that appropriate learning opportunities for students with special needs are made available.
- District will ensure that speech articulation packets are provided to students that need them as well.
- District will monitor student's participation as practicable as possible.
- District understands that participation is dependent upon access and availability for some students as well as parent and guardian support.
- District will provide notice to students and their parents/guardians.
- District will provide as much training as possible for staff.
- District will meet and discuss any issues with the teacher unions as well.
- District will review and revise the program, if necessary.

## **CHAPTER 10 - STUDENT RECORDS AND PRIVACY**

### **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 extracurricular 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.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT GUIDELINES**

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

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

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

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

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

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information,

and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

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

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

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

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

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



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

## **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.

## **STUDENT PRIVACY PROTECTIONS**

### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

**Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

# CHAPTER 11 - UNIFORM 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: Kevin 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.

# CHAPTER 12 – JUNIOR HIGH AND HIGH SCHOOL POLICIES

## GRADING SYSTEM-DISTRICT WIDE

100-99	A+
98-94	A
93-92	A-
91-90	B+
89-85	B
84-83	B-
82-81	C+
80-76	C
75-74	C-
73-72	D+
71-67	D
66-65	D-
64-0	F

### “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.

## JUNIOR/SENIOR HIGH CLASS SCHEDULE

Period	Jr. High	High School
1st	8:12-9:00	8:12-9:00
2nd	9:03-9:51	9:03-9:51
3rd	9:54-10:42	9:54-10:42
4th	10:45-11:33	10:45-11:33
5th A	11:33-12:03	11:36-12:06
5th B	12:06-12:36	12:06-12:36
6th	12:39-1:26	12:39-1:26
7th	1:29-2:16	1:29-2:16
8th	2:19-3:06	2:19-3:06

## HALLWAY EXPECTATIONS

Students are expected to exercise common courtesy while in the hallways. High school students are not permitted to loiter in the Junior High hallway unless going to the library or class. Junior High students are not permitted to loiter in the high school hallway unless going to a class. Not abiding by this expectation may result in disciplinary action.

## JR/SR HIGH 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.

- No severely ripped clothes. No holes above mid-thigh.
- No pajamas, lounge pants, bedroom slippers, or any other garments intended for sleepwear are not permitted articles for school clothing.
- Leggings/Tights may only be worn with oversized shirts, dresses, school appropriate shorts/skirts or oversized sweatshirts. **Leggings/Tights may not be worn with regular length t-shirts/tops or inappropriate shorts/skirts or pants.**
- Clothing made of fishnet fabric is not permitted.
- Shorts, skirts, and dress lengths must be to the top of the knee. ) **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 will be limited to studs only (no hoops).
- 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. 1<sup>st</sup> Offense-Warning, 2<sup>nd</sup> Offense-Lunch Detention, 3<sup>rd</sup> Offense-30 minutes After-School detention and 4<sup>th</sup> Offense- 60 minutes After-School Detention.**

**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.**

## **SEARCH & SEIZURE**

### **Search and Seizure**

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

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

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

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

### **Students Searches**

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

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

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

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

## **PROCEDURES FOR SEARCHES**

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 reasonably 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. **Surveillance-** Surveillance shall only be conducted in hallways, classrooms, school buses, and other areas open to the public view where the students are permitted.
4. **Random Sweeps-** Random sweeps will only occur in cases of emergency where special circumstances require immediate action to avoid danger to persons or property.
5. **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.

## DRIVING TO SCHOOL

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. Students will be required to provide updated proof of vehicular insurance when the one on file has expired. 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** at all times.
7. Students **must** yield to buses.
8. Only students going north may use the north exit.
9. Violation of Student Handbook rules 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 extracurricular 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 may result in the student's temporary or permanent removal from extracurricular activities and other possible disciplinary action.

At the conclusion of a game or extracurricular 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 extracurricular activities or events.

## **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 a lunch detention.9<sup>th</sup> tardy-parents will be notified by mail and the student will receive 2 lunch detentions.
3. 10<sup>th</sup> tardy-parents will be notified by mail and the student will receive a 30 minute after-school detention.

4. 11<sup>th</sup> or more tardies-parents will be notified by mail the student will receive a 1 hour after school detention.

## **GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS, AND WEBSITES**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

## **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 any way.

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

<b>Honors Class</b>	<b>Regular Class</b>	<b>Honors Class</b>	
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	Physics	Calculus
F 0.0	0.0	English IV CP	

## CREDITS AND CLASSIFICATION

**Sophomore**    5 Credits                      **Junior**                      12 Credits                      **Senior**                      19 Credits

## GRADUATION REQUIREMENTS

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

English I	1 credit	Consumer Ed/Job Skills	1 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	6 credits
Constitution Test	Pass	Civics/Current Events	1 credit
Additional Soc. St.	1 credit	Freshmen Seminar (Class 2024)	1 credit
Biology I	1 credit	Band, Art, Foreign Language	
Physical Science	1 credit	or Vocational Education	1 credit

**Required total credits 26 credits**

Students must complete the FAFSA (Free Application for Federal Student Aid) prior to graduation

## 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 class. All changes must have parent/guardian and 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.

## EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);

4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Chapter 7 of the Student Handbook.

## 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. Any senior participating in early graduation may be required to take semester exams.
3. 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).
4. 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 breathalyzer at all dances. The procedure for this is as follows:

1. All Northwestern students and their guests 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 the following reasons: unexcused, 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 extracurricular 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 extracurricular 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.

## 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 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 one (1) day unexcused absences (8 periods of unexcused absences equal one full day of absence) or more than 6 tardies and or 4 or more Tech violations, 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 & EXTRACURRICULAR

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 extracurricular 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 extracurricular events is considered a privilege.

## STUDENT RESPONSIBILITIES

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

Students involved in extracurricular 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 could result in further disciplinary action.

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 extracurricular 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 co-opting 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**

Girls Basketball **(With Greenfield)**  
Boys Basketball **(With Greenfield)**  
Volleyball  
Track

### **High School Sports**

Cheerleading **(With Greenfield)**  
Baseball **(With Greenfield)**  
Softball **(With Greenfield)**  
Football **(With Greenfield)**  
Girls Track **(With Greenfield)**  
Boys Track **(With Greenfield)**  
Girls Basketball **(With Greenfield)**  
Boys Basketball **(With Greenfield)**  
Volleyball **(With Greenfield)**  
Golf

## 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. High School Coop sports are \$30/sport, \$60 maximum for individuals and \$120 for families. Junior High Sports are \$20/sport, \$40 maximum for individuals and \$80 maximum for families.

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.

## EXTRA-CURRICULAR GUIDELINES

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

OFFENSE	BOYS & GIRLS SPORTS		
	Football Football Cheerleading Softball Baseball	Volleyball Basketball Basketball Cheerleading	Track
	ACTIONS	ACTIONS	ACTIONS
<b>Alcohol</b> 1st Offense 2nd Offense 3rd Offense	2 games 6 games 1 Calendar Year Suspension	4 games 12 games 1 Calendar Year Suspension	2 meets 6 meets 1 Calendar Year Suspension
<b>Illegal Drugs</b> 1st Offense 2nd Offense	6 games 1 Calendar Year Suspension	12 games 1 Calendar Year Suspension	6 meets 1 Calendar Year Suspension
<b>Tobacco</b> 1st Offense 2nd Offense 3rd Offense	½ game 2 games Rest of Season	1 game 4 games Rest of Season	½ meet 2 meets Rest of Season

## OTHER EXTRA-CURRICULAR ACTIVITIES

- I. 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
Yearbook	Spanish Club	Flags
Band Activities	Various Clubs	

OFFENSE	ACTIONS
<b>Alcohol</b> 1st Offense 2nd Offense	No participation in next 2 activities No participation in next 4 activities
<b>Illegal Drugs</b> 1st Offense 2nd Offense	No participation in activities for 1 Semester Suspension from Student Council from 1 year
<b>Tobacco</b> 1st Offense 2nd Offense 3rd Offense	No participation in next activity No participation in next 3 activities 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 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.

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

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association<sup>1</sup> before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

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 from 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.

### **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.

## CHAPTER 13 – ELEMENTARY POLICIES

### ELEMENTARY LUNCH SCHEDULE

K-1	LUNCH: 11:00-11:25AM RECESS: 11:25-11:45AM
2-3	RECESS: 11:00-11:25AM LUNCH: 11:25AM- 11:45AM
PREK	LUNCH: 12:00-12:20PM
4A, 4B, 6A	LUNCH: 12:00-12:20PM RECESS: 12:20-12:45PM
5A, 5B, 6B	RECESS: 12:00-12:25PM LUNCH: 12:25-12:45PM

### 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.

### 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 on 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.

## **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Chapter 7 of the Student Handbook.

## **GENERAL EXPECTATIONS**

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.

## POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

Northwestern Elementary School utilizes the PBIS behavioral system in K-6th grades. The staff and students focus on Wildcat P.R.I.D.E. (Politeness, Respect, Integrity, Discipline, Effort) everyday and nominate P.R.I.D.E winners each month for each classroom.

## RECESS PROCEDURES

Students will have Physical Education every day and 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. Students will need a doctor's note if the student is unable to go outside for more than 2 days.

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 the assigned areas.
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 the library or gym 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, or chase others in the library.
4. Do not push or shove others.
5. Do not throw balls or other objects in the library.
6. Keep noise to an acceptable indoor level.
7. You must have permission from the adult to leave the designated areas.

## 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 the 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.

## **ELEMENTARY 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 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 backs and bare midriffs are unacceptable. All attire is required to have a moderate neckline, which does not show the cleavage area.
- All tops/shirts must have sleeves or straps. The following types of tops (but not limited to) are not permitted: halter tops and tube tops which violate the conditions stated in the opening of this dress code.
- No severely ripped clothes. No holes above mid-thigh.
- Pajamas and bedroom slippers are not permitted articles for school clothing unless permission is given by staff .
- Leggings/Tights may only be worn with oversized shirts, dresses, school appropriate shorts/skirts or oversized sweatshirts.
- Clothing made of fishnet fabric is not permitted.
- 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.
- Pierced jewelry other than earrings will be limited to studs only (no hoops).
- 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 change. 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.**

## GRADING SYSTEM-DISTRICT WIDE

100-99	A+
98-94	A
93-92	A-
91-90	B+
89-85	B
84-83	B-
82-81	C+
80-76	C
75-74	C-
73-72	D+
71-67	D
66-65	D-
64-0	F

Kindergarten through 3<sup>th</sup> grade will use a skills-based grading system for core subjects. 4<sup>th</sup> through 6<sup>th</sup> grade will use a combination of skills-based and traditional grading systems for core subjects.

## 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 does not pass/fails to make progress in 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.