

STUDENT HANDBOOK

TABLE OF CONTENTS

Page #	
1	Welcome
3-4	Daily Schedules and Fee Information
5	Student Registration and School Admissions
5-6	Health Examinations and Immunizations
7	Sickness/Head Lice
8-10	Student Responsibilities
10	Dress and Grooming
11	Parent/Guardian Responsibilities
11-13	Legal Rights of Parents/Guardians
14-15	Student Attendance and Absences
15	Student Leaving School During the School Day
16-17	Grade and Grade Reporting
17-18	Student Record Information
18	Honor Roll
19-20	Teacherease/Promotion-Retention
21-22	Homework
22	Good Study Habits
22-36	Student Discipline Code
37	Sexual Harassment/Equity
38-39	Bus Policy
40-41	Building Emergency Procedures
42	Parties and Treats/Physical Education
42	Electronic Devices
43	School Closing/Announcements/Telephone Usage/Visitors
44	Selling Items/ Student Insurance
45	Field Trips and Excursions
46	Student Medication
47	Specialized Programs/Annual Notification
47	Suggestions, Complaints and /or Grievances
47	Sex Offender Community Notification Laws
48	Bullying Policy
52	School Wellness Policy

Dear Parent/Guardian,

On behalf of the entire staff, we take great pride in welcoming you to Nettle Creek CCSD #24C. It is a pleasure to have you as part of our school family. We look forward to working with each and every one of you as we embrace the new school year, continue to build on a tradition of academic excellence and provide a positive learning experience.

It is our hope that the following handbook will help you to understand our expectations and clarify potential misunderstandings before they become obstacles. It is essential that parents read the Student Handbook and that students are made aware of its contents. We are more than happy to answer any questions or concerns that you may have. The Nettle Creek CCSD #24C School Board Policy is to precede all items in the handbook.

Sincerely,

Mr. Al Gegenheimer, Interim Superintendent

Mrs. Marissa Darlington, Principal

WELCOME

The Nettle Creek Board of Education and the elementary staff wish to take this opportunity to welcome you to the 2017-2018 school year.

This Parent-Student Handbook is designed to provide important information to students and parents/guardians concerning Nettle Creek CCSD #24C. It is intended to assist new students in their adjustment to life here. It is also a constant reminder to all students and their parents/guardians regarding the school's general procedures, policies, ideals, and traditions.

The provisions of this handbook are not to be considered irrevocable, contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change.

Appropriate action will be taken by the Administration for any situation or incident not specifically covered in this handbook.

We ask that the parents/guardians read the handbook, discuss it with their students, sign and return the form indicating that they have done so.

DAILY SCHEDULES

	<u>NETTLE CREEK</u>
CLASS BEGINS	8:10 A.M.
DISMISSAL	3:00 P.M.

SCHEDULE OF FEES

Book Fee:	\$70.00 (K-2)
Book Fee and Student Planner	\$80.00 (3-8)
Technology Fee: (\$100.00 maximum per family)	\$50.00 per Student
Deductible for Lost or Destroyed iPad:	\$75.00
Deductible for Lost or Destroyed Laptop:	\$75.00
Milk Fees: 0.30 per carton or \$52.50 for the entire year	

Students are to bring a lunch everyday (K thru 8th grade).

BOOKS

Textbooks and workbooks are the property of the school district. They must be returned in good condition to the school at the close of the school year, or when a student transfers to another school district. Students will be expected to pay for lost or damaged textbooks at current replacement prices. District 24C participates in, and adheres to all rules, regulations, and guidelines of the Illinois Textbook Program on an equitable basis.

WAIVER OF FEES

As required by Section 2-3.93 of the Illinois School Code (P.A. 86-195), District 24C may waive fees for students determined to be eligible, and whose parents / guardians may apply for such waiver. Eligible students shall include those who qualify under the Community School Lunch Program (Ill. Rev. Stat. 1987, ch. 122, par. 712.1 et seq.) or other extenuating circumstances and emergency situations. School fees shall include any monetary charge collected by District 24C as a prerequisite to a student's participation in any curricular or extracurricular program of the district. Not included are library fines or charges for the loss, misuse, or destruction of school property, charges for the purchase of yearbooks, pictures, diploma covers, or similar items, charges for optional travel undertaken by a school club or group of students outside of school hours, and charges for admission to school dances, athletic events, or other social events. Application for waiver of fees may be made at the Office of the Superintendent during regular office hours. Should District 24C deny waiver application, written notification, including the reason for the decision, shall be mailed to the applicant within 30 calendar days of receipt of the request. Appeals shall be made to the Board of Education, whose decision shall be final. Applicants may meet with the Board to explain why the appeal should be granted. Should the Board deny the appeal, written notification, including the reason for the decision, shall be mailed to the applicant within 30 calendar days of receipt of the request for appeal. District 24C shall not discriminate, as provided by Ill. Rev. Stat. 1987, Ch. 122, par. 28-19.2(all).

CHILD NUTRITION PROGRAM

Income guidelines and accompanying forms relative to the Child Nutrition Program shall be posted and available in the Office of the Superintendent. Nettle Creek CCSD #24C will not discriminate on the basis of race, creed, color, sex or National origin.

STUDENT REGISTRATION AND SCHOOL ADMISSIONS

All students shall be required to register for each school year on the dates and at the places designated by the Board of Education.

Students enrolling in the District for the first time shall be required to present proof of residence, valid birth certificate, proof of immunization from disease as required by state law and proof of required physical examination. Documents used to verify proof of residence may include, but are not limited to, driver's license, telephone bills, utility bills, or a tax bill for the reported address. The physical examination shall be made by persons licensed to practice medicine in Illinois or any state who are employed for that purpose by the parents or guardians of the children examined. The physical examination information shall be properly recorded on the Illinois Certificate of Child Health Examination form and presented to the school upon enrollment.

If a person other than the parent/guardian is trying to enroll the student at his/her address, in addition to the above, he/she must sign an Affidavit of Residence, Custody, Control, and Responsibility.

Students enrolling in Kindergarten must be five (5) years of age before September 1st of the year of entry. Any parent or legal guardian requesting an exception to this policy must address the Superintendent/Principal.

A child must be six (6) years of age by September 1st of the year of entry to enter First grade.

HEALTH EXAMINATIONS AND IMMUNIZATIONS

PHYSICAL EXAMINATION

In compliance with the Illinois State School Law, physical examinations are required of all students entering school for the first time (Kindergarten or First grade) and of all students entering the Sixth grade. Nettle Creek CCSD #24C also requires a dental and vision exam for Kindergarten, and a dental exam for Second and Sixth

grade. Immunizations are to be current. Examination forms, to be completed by the family physician and dentist, may be obtained from the school office or the Grundy County Health Department.

IMMUNIZATIONS--MINIMUM REQUIREMENTS FOR SCHOOL ATTENDANCE

DPT (Diphtheria, Pertussis, Tetanus) and DtaP (Diphtheria, Tetanus, and acellular pertussis) - Four (4) or more doses of DPT, with the three (3) doses received no less than four weeks apart and the final or ending dose being a booster. The booster must have been received no less than 6 months after the last dose and on or after the fourth birthday, but prior to school entrance.

POLIO--the following schedules are all acceptable to the ACIP, AAP, and AAFP. Parents and providers may choose among these options:

1. Two doses of IPV followed by two doses of OPV or
2. Four doses of IPV or
3. Four doses of OPV

MEASLES-(Rubeola or Old Fashioned, Ten Day, Red Measles, Hard Measles)-Measles vaccine should be administered at 12-15 months or older with the second dose to be given at 4-6 years of age.

RUBELLA-(German or Three Day Measles)-Rubella vaccine should be administered at 12-15 months of age or older with the second dose to be given at 4-6 years of age.

MUMPS-Mumps vaccine should be administered at 12-15 months of age or older with the second dose to be given at 4-6 years of age.

PLEASE NOTE: All students must have a second MMR on record before being allowed to enroll in school.

HIB (Haemophilus Influenza Type B)-requires vaccination for children 2 months, 4 months, and 6 months and at least 12-15 months of age.

HEPATITIS B-a three dose Hepatitis B vaccination is a requirement for children two years of age or older entering a school program below the Kindergarten level and all children entering the Fifth grade.

VARICELLA-a one dose immunization if there is no natural immunity.

RECORDS OF ALL IMMUNIZATIONS MUST SHOW MONTH, DAY, AND YEAR ADMINISTERED.

LEAD SCREENING-is strongly advised but not mandatory.

SICKNESS

If your child becomes sick or injured at school, the administrator/administrative assistant or school nurse will administer any required first aid. If the condition warrants, parents will be contacted to come for the child. It is important that you keep the school office informed of the telephone numbers where you can be reached. Also keep the school office informed of a change in family doctors while school is in session.

FLU, FEVER, STREP THROAT, PINK EYE, AND RING WORM

1. If your children have been vomiting the night before or in the morning before school, please keep them home for at least 24 hours after vomiting ceases.
2. If your children are running a fever of 100 degrees F. or more, please keep them at home for at least 24 hours after the fever is gone.
3. If your children have strep throat, he/she has to be seen by a doctor and take antibiotics for 24 hours before he/she can return to school.
4. If your children have pink eye (the white of the eye gets pink or red and the eye mats up), he/she needs to see a doctor and to be on antibiotics for 24 hours before he/she can return to school. The same is true of ring worm except the symptoms are a crusty round patch.

HEAD LICE

Nettle Creek CCSD #24C shall take all appropriate and necessary actions relative to the care and control of individual and/or widespread cases of pediculosis (head lice). Such actions shall follow recommendations and procedures established by the Illinois Department of Public Health.

Reported or suspected cases of head lice should be addressed to the school office. The school nurse may be consulted to confirm suspected cases. If a case is confirmed, an informational memo will be sent home with each student, so that parents/guardians may intensify surveillance at home. Confirmed cases will be sent home with written instructions for consulting a physician and/or treatment.

A student may be re-admitted to school immediately after an acceptable treatment has been administered. (Usually a note from a physician, a copy of the

prescription, or proof of purchase of an over-the-counter product should be provided.) All persons treated for head lice should be treated a second time within 7 to 10 days following the initial treatment. Students may be re-examined within 7 to 10 days following the initial treatment by the school nurse. A student who is re-examined and is identified as still being infested, will be sent home and not re-admitted to school until written permission is provided by a physician or school nurse.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Inform the office if there are any changes to your address or telephone number. This information may be critical in an emergency situation.

EMERGENCY CARDS

It is vitally important that an Emergency Card for each student is completely filled out and kept on file in the main office. Telephone numbers of your home, place of employment, relatives, and neighbors are required. The Emergency Cards are to be kept up-to-date! If there are any changes during the school year, please notify the school office or your child's homeroom teacher immediately.

PARENTS/GUARDIANS AND THE SCHOOL

We are all well aware that providing the best education for our students can only be done through the cooperation of parents/guardians and the school and their working together to insure that each child's experience is a good one. We at the school encourage each parent/guardian to take an active role in his/her child's education. Parents/Guardians are encouraged to volunteer at school when time allows and school staff express a need. Parents/Guardians are also encouraged to take the time to talk about school with their children and to check homework and special assignments. Parents/Guardians should also feel free to contact their child's teacher regarding that child's progress or problems which may arise.

Parents/Guardians are asked not to drop in unannounced at the school to see their child or their child's teacher during class time. Please call the school to set up an appointment or send a note asking the teacher to call to make an appointment. When visiting the school, always check in at the office upon arrival. Parents/Guardians are not to go to their child's room without permission from the Superintendent/Principal or office personnel.

*****WINDOW SYSTEM *****

We have installed a drop-off window system. You must check-in at the window when you enter the building. Any items dropped off need to be left at the window. Anyone volunteering in the school must receive a visitor pass before proceeding past the school office.

STUDENT RESPONSIBILITIES

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents/Guardians, teachers, and administrators have a responsibility, a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school. The following guidelines are expectations for everyone associated with District 24C.

1. To become informed of and adhere to reasonable rules and regulations established by your local Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students, school administrators and teachers.
3. To refrain from libel, slanderous remarks and obscenity in verbal, written expression, and gestures. Any form (physical, verbal, and/or cyber) bullying will not be tolerated.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process.

7. To maintain the best possible level of academic achievement.
8. To refrain from cheating, acts of deceptive behavior, or fraud in regards to completing homework assignments or during the taking of classroom exams.
9. To respect the reasonable exercise of authority by school administration and teachers in maintaining discipline in the school and at school-sponsored activities.
10. Students are expected to make every effort to complete assigned work, tests and quizzes as designated by the classroom teacher. Failure to follow school board policies in regards to this work may result in disciplinary measures by the administration and/or board of education.

DRESS AND GROOMING

The student's individual appearance is mainly the responsibility of the student and his/her parents; however, students will dress and groom themselves in an appropriate manner. At all times their dress and grooming will reflect good taste. Each student will be clothed from the shoulders to mid-thigh.

Health and safety standards will be maintained at all times for the protection of the student. Shoes must be worn at all times. Clothing and footwear must not have ornamentation that will damage furniture or floors or create a safety hazard to the student or others. All students must maintain a state of general cleanliness.

Students wearing inappropriate clothing will be sent to the office, and requested to change to appropriate clothing, have clothing brought to them, or be sent home to change before being allowed to attend class. Shirts/blouses should not have inappropriate pictures, language, or connotations. There should not be bare skin showing between tops and bottoms. Spaghetti straps are not to be worn.

Personal Hygiene

Personal cleanliness in person and clothing is expected of every student. The Superintendent/Principal and school nurse are responsible for notifying the student and parents/guardians of problems concerning the cleanliness of students.

PARENT RESPONSIBILITIES

1. Assume responsibility for their child's prompt and regular attendance at school.
2. Notify the school when your child is absent.
3. Recognize that, in matters relating to discipline and conduct of the school, the teacher stands in loco parentis (in the place of parent or guardian) to the child.
4. Take an interest in all aspects of your child's education.
5. Be in contact with the school and student concerning grades, behavior and school progress of their child.
6. Safeguard the physical and mental health of their child and be responsible for periodic health examinations as required by law.
7. Attend individual and group conferences and special school programs, whenever possible.
8. Plan the time and place for homework assignments, and provide necessary supervision.
9. Cooperate with the school in fulfilling recommendations made, and in carrying out disciplinary actions taken in the best interest of their child.
10. **When there is a concern regarding a teacher, please contact the teacher first, then the principal, and then the board of education.**

LEGAL RIGHTS OF PARENTS/Guardians

The following is a brief listing of the legal rights of parents/guardians whose children are attending a public school in the State of Illinois:

1. To receive a free, appropriate, public school education for your child, special education programs and services are offered for: Visual impaired, Hearing impaired, Physical or Health impaired, Learning Disabilities, Speech and/or Language impaired, Educationally handicapped, Behavior disorders, Mentally impaired, and Multiply impaired.
2. To request various diagnostic evaluations free of charge:
 - a. Through the district: psychological, speech and language, perceptual, reading, academic, vision and hearing screenings.
 - b. Through our Special Education Cooperative: early childhood, occupational therapy and physical therapy.
3. To object to any diagnostic evaluations by anyone other than the classroom teacher.
4. To actively participate in all multi-disciplinary staff conferences involving your child and to receive a copy of all records resulting from such conferences.
5. To be involved in your child's educational programming.
6. To request that your recommendations be included on the multi-disciplinary staff conference record form.
7. To object to any or all multi-disciplinary staff conference recommendations.
8. To wait ten school days before placement occurs after agreeing with the recommended placement in order to think over the decision, unless it is determined that placement is needed immediately.
9. To request an impartial due process hearing when there are differences between you and the local school district which cannot be resolved through the procedures regularly utilized by the district.
10. To remove your child from a special education program and/or service at any time. This request must be in writing and signed by the parents or guardians.

11. To be granted access to all official records pertaining to your child. To know that your child's records will not be released to anyone other than school or educational officials without your informed, written consent. To be provided an opportunity to review, challenge or rebut the information contained in these records.
12. To receive, upon request, a copy of the Rules and Regulations To Govern the Administration and Operation of Special Education.
13. To know that your child in special education will not be suspended or expelled for behavior or a condition which is, or results from, an exceptional characteristic as defined in the Illinois Revised Statutes. Suspension or expulsion is warranted due to the physical danger to the student himself, other students, faculty, or school property caused by the child's presence. However, if your child has been suspended the local school district will be responsible for developing and providing an appropriate educational program during the period preceding renewed special education placement.
14. To have your child participate in the annual screening of children between the ages of three and five in order to identify those who may need special education.
15. To have your child participate in hearing and vision screenings at regular intervals during the child's school career.
16. To have your child receive a speech and language screening upon initial enrollment in a school district.
17. To have your child receive special educational services in your home or in a hospital because of a physical or health impairment.

Also, a booklet, entitled: The Educational Rights of Handicapped Children: A Parent's Guide was developed to assist local education agencies in advising parents or guardians of the rights of exceptional children. A copy may be obtained by contacting the Illinois State Board of Education, Department of Specialized Educational Services, 100 North First Street, Springfield, Illinois 62777.

STUDENT ATTENDANCE AND ABSENCES

ATTENDANCE

State of Illinois Law requires all children between the age of 7 and 16 to attend school on a regular basis. The school district relies upon parents or guardians to have the child at school regularly and punctually, except in cases of illness, disability, or death in the family. A record of all work missed by a student will be maintained by the homeroom teacher. Students are responsible for all work assignments and/or tests missed while absent.

Certificates of Perfect Attendance will be awarded to students who have perfect attendance during a specific grading period. Awards will be presented to those students who have perfect attendance for the school year.

ABSENCES

State Law requires that all students be regular and punctual in attendance. Under state law, if an absence exceeds 300 minutes (5 hours) of the school day, the student is recorded absent. If a student is in attendance 150 minutes (2 ½ hours), it would be recorded as a half day absent. An excused absence is one where the student is absent due to illness, a doctor's appointment, funeral, family emergency or other necessary prearranged absence. Each student is allowed five excused absences per semester without a doctor's excuse. Whenever a child misses school due to a visit to the doctor, a written excuse from the physician needs to be brought to the office within 72 hours of the absence so that it doesn't count as unexcused. Students will be allowed a day for each day absent to make up any work that is missed and will be given credit for all work that is made up.

On occasion when the student is considered TRUANT, the student's absence will be considered unexcused. No credit will be given for work on those days. In addition, the student will be required to make up an amount of time equal to the time missed. This time will be taken from the student's recesses, noon breaks, and before or after school.

When it is necessary for your child to be absent, the parent or guardian is requested to call the school in the morning by 9:00 a.m. explaining the absence. Current Illinois Law requires us to call you within two hours of the start of school if a child is absent without the cause being known to the school district.

If a student is absent two or more days in succession, we would appreciate a call from the parent or guardian each day, unless we are informed of an extended illness. Upon returning to school from a contagious disease or communicable illness, the child must have a note from a physician before returning to school.

Absences for family vacations or trips during school time is discouraged. However, should the need arise, such trips will be treated as any other absence. Please notify the school in advance of the trip. Students will be expected to make up all work upon returning to school and will be allowed make-up time equivalent to the time the student was absent.

EXTRA-CURRICULAR ACTIVITIES

Students must be in attendance no later than 12:30 p.m. in order to participate in extra-curricular activities scheduled for that day. Students misbehaving at school sponsored activities may be asked to leave school facilities. (See page 22)

STUDENT TARDIES

Under normal circumstances, any student who arrives later than 8:15 a.m. at Nettle Creek will be considered tardy. Any student who has more than three unexcused tardies in a quarter will then serve a 20-minute after school detention for each additional tardy.

STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY

During the school day, no student will be allowed to leave the school building or grounds, for any reason, without proper authorization from parents or guardians. Should a student need to leave, the parent/guardian must check in and wait at the school office. Office personnel will go to the classroom for the child. In the event that the student should be picked up by someone other than the parent or authorized person, the parent must notify the school in advance and the second party must sign the student out. Only students whose parents have given proper notification to the school office will be dismissed during the school day.

In case of accident or illness, parents will be notified and arrangements for the child to be picked up from school will be made. Under no circumstances will unauthorized persons be permitted to take the student from school. Authorized persons

will be those listed on the student's emergency form or those persons who are designated by the parent to the school by some form of direct communication.

ACCIDENTS

Students are responsible for reporting all injuries or illness to their teachers or supervisors. In the event of a serious injury or illness, staff members will

- a. provide emergency care and administer required first aid until either parents or medical authorities assume responsibility
- b. notify the child's parents or other authorized person designated by the parents, and
- c. if warranted, get the child to the hospital via ambulance.

GRADES AND GRADE REPORTING

The school is on a quarterly nine week grading period schedule. Grade reports will be available to parents at the end of each nine week period. At the end of the first five weeks of each grading period, progress reports will be sent to parents to indicate any possible grade problems.

Grades will be assigned according to the following scale:

A= Superior	92.6 to 100%
B= Above Average	84.6 to 92.5 %
C= Average	76.6 to 84.5 %
D= Below Average	70.6 to 76.5 %
F= Failure	0 to 70.5 %

Kindergarten will be assessed as:

I= Improving

S= Satisfactory

N= Needs Improvement

The grade for each grading period may contain either "+" or "-" marks to indicate the relationship of the grade to the extreme ends of each grade's percentage scale.

STUDENT RECORD INFORMATION

Students and/or parents/guardians may obtain transcript information by contacting the Nettle Creek CCSD #24C office. Nettle Creek CCSD #24C adheres to the guidelines relating to the confidentiality of student information, provided by Public Law 93-380. Two types of records concerning students are maintained at Nettle Creek School:

1. The Student Permanent Record includes the minimum personal information necessary to a school in the education of a student. Such information includes the student's name, birth date, address, accident and health reports, grades, attendance, and graduation date.

2. The Student Temporary File includes all information not required to be in the student permanent record. Such information may include family background, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student. All are subject to regulations of the State Board of Education. Nettle Creek Elementary will implement the following procedures concerning the student records, based upon the Illinois School Student Record Act of 1975.

RIGHTS OF PARENTS/Guardians

1. Parents/Guardians have the right to inspect and copy the educational records of their children to insure that these records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students.
2. Parents/Guardians may request the correction or deletion of any such data which they consider to be inaccurate, misleading, or otherwise inappropriate.
3. The specific dated written request of parents/guardians is required prior to the release of information regarding students.

RELEASE OF RECORDS

Nettle Creek CCSD #24C will not release to any third party the educational records of the students without written permission of their parents/guardians other than for the following exceptions:

1. School officials and teachers.

2. Officials of other schools after a student has transferred.
3. State or federal officials for audit purposes or for reporting information required by the state statute.
4. Financial Aid officials in connection with a student's application for aid.
5. Educational agencies approved by the State Superintendent of Education for developing, validating, and administering predictive tests, if such information will not permit identification of individual students.
6. Accreditation organizations, on order to carry out their function.
7. Appropriate persons who, in case of emergency, need information to protect the health or safety of students.
8. In response to court orders.

HONOR ROLL

Students in the fifth grade through eighth grade shall be eligible for Honor Roll recognition each grading period, providing they meet the following grade point requirements:

Straight A = Grade point average of 4.0

A Honors = Grade point average of 3.51 to 3.9

B Honors: = Grade point average of 3.00 to 3.50

With the exception of Music and Art, all grades earned by a student during a specific grading period will be used to determine Honor Roll Recognition (see the following example).

Subject Areas

Math, ELA, Science, Social Studies, Vocabulary, Physical Education, and Music

GPA

A=4 points, B=3points, C= 2 Points, D=1 Point, F=0

Gpa is calculated by adding up the total number of points and dividing by the total number of subject areas.

NATIONAL JUNIOR HONOR SOCIETY

Seventh and eighth grade students will be considered as possible candidates for induction into the National Junior Honor Society if their grades for the first three quarters in all courses are a B or better. Candidates will also be considered on the basis of citizenship, service, leadership, and character.

TEACHEREASE (Internet-Based Grading and Communication System)

In an effort to improve student performance Nettle Creek CCSD #24C will be using an Internet-Based system to communicate with parents and keep students and parents/guardians up to date. It will allow parents/guardians to login and view student scores on assignments etc. It will also allow teachers to e-mail parents/guardians when they have events in class, good effort, missing assignments, or any other necessary correspondence. Parents/Guardians and students may also e-mail teachers through this system. Our hope is that improved communication with parents/guardians will result in greater academic achievement for students. Students have and can check on their progress at any time too.

PROMOTION/RETENTION

The criteria for each grade level will be reviewed and determined annually by the faculty, Administration, and Board of Education. A list of exit skill expectations have been developed and will be used as necessary in aiding the determination of a child's achievement for a given grade level. Those students who have Individualized Education Program (IEP), those students who have already been retained, or those students who have been determined to have other special needs and do not have an IEP may be exempt from the use of the exit skills in determining placement for the following year.

If a child is seriously being considered for retention by school personnel, the parents/guardians will be contacted and invited to a Parent-Teacher Conference to discuss the situation. Parents/Guardians wishes and recommendations will be considered, but school personnel reserve the right to make the final decision.

KINDERGARTEN

Students who demonstrate a low mastery of skills and/or concepts and who in the professional opinion of the Kindergarten teacher will not be successful in first grade, may be retained for one school year providing:

1. Meetings have been held with the student's parents or guardians to discuss the child's progress or lack of progress.
2. The parents or guardians agree to retention,
3. If the parents or guardians do not agree, a letter (signed by the parent or guardian) indicating their desire to have the child promoted to first grade against the recommendation of the teacher is placed in the student's folder.

GRADES 1 AND 2

Students failing in one or more of the following subjects: Reading, Math, English, and/or Phonics at the conclusion of the school year will be retained upon the recommendation of the classroom teacher. A conference with the student's parents/guardians must be held to discuss the retention. **However, parent/guardian agreement is not necessary.** According to the School Code, the Superintendent/Principal makes the final decision.

GRADES 3 TO 8

Students failing one or more of the following subjects: ELA, Math, Social Studies, Government (Constitution Tests, Grade 8), and/or Science at the conclusion of the school year will be retained upon the recommendation of the classroom teacher. A conference with the student's parents/guardians must be held to discuss the retention. **However, parent/guardian agreement is not necessary.** According to the School Code, the Superintendent/Principal makes the final decision.

HOMEWORK

The **philosophy** of Nettle Creek CCSD #24C is to increase student learning through guided and individual practice that challenges each and every student to reach his or her fullest potential.

Purpose – to practice, reinforce, and enrich skills and strategies to increase student learning

The three main purposes are:

1. Classroom Learning
2. Practice
3. Assessment

Role – every stakeholder will play an important role in this process

Teacher Responsibilities:

It may not be practical for teachers to provide in-depth feedback on homework, and parents/students should not expect that. That said, the guidelines lay out what teachers should do:

- Design the homework for one of the appropriate purposes;
- Design the homework so that it can be accomplished by the child independent of direct support of others;
- Clearly communicate to the student the purpose, directions, and expectations for homework, and encourage feedback regarding quantity and difficulty of homework;
- Provide timely and appropriate feedback to students and parents as needed on an individual basis as deemed necessary by the teacher.

Student Responsibilities:

Students are responsible for a variety of important duties as well. Each student should:

- Have a system for recording homework on a daily basis;
- Have a clear understanding of the homework assignments before leaving school (based on age appropriate);
- Have the books and materials necessary to complete the assigned homework;
- Allocate an appropriate amount of time daily for the completion of homework;
- Turn in homework assignments when due.

Parent Responsibilities:

Parents too have a role in homework; however, according to the district, “the research is also clear that parents should not assume responsibility for the actual completion of the student’s homework.” Parents are therefore responsible to provide:

- Time for students to complete homework;
- A quiet place for students to complete homework;
- The basic materials needed;
- The expectation for homework to be completed and turned in when due;
- Parents should not do the homework for their children; however, they should encourage accountability and monitor student effort while showing support.

Administrator Responsibilities:

The superintendent/principal should:

- Assist in the dissemination and implementation of the homework guidelines to all teachers, parents, and students.
- Help to explain, clarify and interpret all parts of the guidelines, and to assist in the mediation of disputes regarding homework practices.
- To monitor and provide support for all stakeholders throughout the school year.

Amount/Frequency – homework will vary based on:

- Grade level
- Classroom objectives learned
- The individual need(s) of each student

The **purpose** is to practice what was learned!

General Guidelines for the Amount of Time Spent Per Evening on Homework:

10 minutes per night per grade level is a general guideline for teachers and parents.

Grade K: 10 minutes of homework per night

Grade 1: 20 minutes of homework per night

Grade 2: 30 minutes of homework per night

Grade 3: 30 minutes of homework per night

Grade 4: 40 minutes of homework per night

Grade 5: 50 minutes of homework per night

Grade 6-8: 60 minutes of homework per night

GOOD STUDY HABITS

We need your help in developing good study habits for your child. You can assist us by:

1. Setting the environment so that it is conducive to studying:
 - a. Choose a quiet place in your home for your child to use.
 - b. Keep the same place throughout the year.
 - c. The study area should be well lit and free from distractions.
 - d. Establish a designated, consistent study time that takes precedence over less important activities, including T.V. viewing.
 - e. It has been proven that following these suggestions are more beneficial than random study times.
2. Physical readiness:
 - a. Have your child's eyes examined.
 - b. Good nutrition, rest and varied recreation are valuable assets to a student's intellectual growth.
 - c. A sudden change in your child's study habits or grades may indicate a physical problem and you should consult your physician.
3. Help motivate your child:
 - a. Set up home study periods of reasonable length, allowing more time for difficult subject.
 - b. Provide necessary books. Study materials should be well organized and close at hand.
 - c. Vary types of study activities:
 1. Recite, Visualize, Write

2. Silent reading, Memorization.
- d. Encourage your child to begin tasks when they are assigned.
- e. Avoid last minute cramming for exams and last minute class preparation.
- f. Work together when necessary.
- g. Be Patient With Your Child. Give him/her time to grasp new ideas. Don't Get Angry. Remember you are older and more knowledgeable than your child. Be a helper, not a disciplinarian.
- h. Praise your child for his/her success.
- i. Encourage a positive attitude toward learning.
- j. Request a conference with the teacher when there are areas of concern.
- k. Show concern by keeping abreast of your child's progress.

STUDENT DISCIPLINE CODE

This uniform discipline code has been established and will be enforced uniformly for all students in the Nettle Creek CCSD #24C. The appropriate level of discipline will be determined by the misconduct.

Listed in this booklet are the offenses which are prohibited and the disciplinary actions and procedures which may be used in dealing with those offenses. As students advance in age and maturity, they will assume greater responsibility for their actions. In each case, staff members shall recognize the differences in age and maturity and shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student. Mitigating circumstances include, but are not limited to, the following factors:

- age, health, maturity, and academic placement of student
- prior conduct
- attitude of student
- cooperation of parents
- willingness to make restitution
- seriousness of offense
- predetermined handicap

This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its' current practices, procedures, rules, and regulations (or code of conduct). Therefore, the following list of offenses is not intended to be all inclusive, but rather exemplifies that type of conduct which is prohibited.

In addition, each grade level will have some individual policies that are unique. Disciplinary responses may include, but are not limited to, the actions described in this handbook.

DISCIPLINE OF STUDENTS WITH DISABILITIES

In general, students with disabilities will be held accountable to the same expectations for appropriate conduct as non-disabled students. Students with disabilities have the right to receive the educational benefits provided by the school's discipline code and policies. For students receiving special education services, the Individual Education Program conference will determine if the disability will prevent the student from comprehending and appreciating the requirements of the student discipline code or impact upon the ability to conform to the requirements for acceptable conduct.

In situations where serious behavior problems arise which require the use of restrictive behavioral interventions, the interventions will be implemented in accordance to the IEP of the student. Restrictive behavioral interventions for serious behavioral problems not anticipated by the IEP may be used in emergency situations.

BOUNDARIES FOR ENFORCEMENT OF STUDENT DISCIPLINE CODE

The Student Discipline Code shall be enforced on all school property, on the school bus, and at all extra-curricular activities. Additionally, in order to allow students to traverse to and from school property in a safe and orderly fashion, the Discipline Code shall apply to prohibited conduct occurring on property within 1,000 feet of school ground or prohibited conduct that is plainly visible to a person situated on school grounds, **even if the conduct occurs off school property.**

DISCIPLINE AND CONDUCT

GENERAL BUILDING CONDUCT

The staff at Nettle Creek School has implemented a proactive systems approach. The goal of this school-wide, proactive systems approach will create and maintain a safe and effective learning environment for the students by teaching students expected behaviors and social skills through positive reinforcement. The staff at Nettle Creek School feels the expectations that will be taught and reinforced will give our students the necessary skills to become proactive responsible citizens.

The following school-wide expectations will be taught and reinforced throughout the school year.

Be Responsible
Be Respectful
Be Ready

The above mentioned school-wide expectations will be taught and reinforced through the following set of rules that have been established:

Classroom

Follow Directions the First Time Given
Stay on Task
Be Prepared
Keep Hands, Feet, and Other Objects to Yourself
Use Kind Words and Actions
Keep Our School Clean

Playground

Follow Directions the First Time Given
Line Up Appropriately
Use Equipment Appropriately
Return Equipment to the Proper Place
Use Kind Words and Actions

Lunch Room

Follow Directions the First Time Given
When the Whistle Blows, Stop and Listen
Use Good Manners
Keep Our Lunch Room Clean
Quiet Voices
Line Up Appropriately
Walk at All Times

Hallway

Stay to the Right
Greet People with a Silent Wave
Keep Hands, Feet, and Other Objects to Yourself
Respect Personal Space
Walk at All Times
Keep Our School Clean

Restroom

Keep Our School Clean
Respect School Property
Quiet Voices
Wash Hands
Respect the Privacy of Others

Arrival/Dismissal

Report Directly to Bus
Sit in Assigned Areas
Quiet Voices
Walk at All Times

Assembly

Keep Hands, Feet, and Other Objects to Yourself
Give the Presentation Your Undivided Attention
Cheer Appropriately
Follow Directions the First Time Given
Use Aisles

STUDENT CONSEQUENCES

In the event a student is not responding to the positive reinforcement system, Nettle Creek School has established a set of student consequences. Student consequences may include but are not limited to warnings, parent phone call, loss of privileges, lunch detentions, detentions, parent conferences, in-school suspensions, and out-of-school suspensions. All student consequences will be monitored through an office referral system. Parents will receive a copy of the office referral sheet when a student has been referred to the office. The goal of these referral sheets is to provide a communication trail between home and school. Therefore a copy of the referral sheet is to be signed and returned to the office by the next day.

PROHIBITED ITEMS

The possession, use, and/or distribution of the following items of property is prohibited at all times on all school property and for all school events, including without limitation, in school buildings, on school property, on school buses, for all school sponsored or school sanctioned activities (such as field trips, athletic trips, and music trips), and at all times during the day, evenings, or on weekends (including before, during, and after school hours):

- PORNOGRAPHIC MATERIALS
- ALCOHOL, DRUGS, INHALANTS, DRUG PARAPHERNALIA, or LOOK-ALIKE DRUGS
- FIREWORKS or EXPLOSIVES
- KNIVES, GUNS, or OTHER WEAPONS
- TOBACCO and RELATED PRODUCTS
- PROPERTY OBTAINED BY THEFT
- UNAUTHORIZED ITEMS or MATERIALS DEPICTING and/or ADVOCATING VIOLENCE, HATE, or DESTRUCTION

1. SEARCHES

To maintain order and security in the school, the Superintendent/Principal, his/her designee, and other appropriate school authorities may inspect and search lockers and other places and areas such as desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those

places and areas by students, without notice to or the consent of the student, and without a search warrant.

Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

If a search conducted in accordance with this paragraph produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities and disciplinary action may be taken.

School authorities may also turn over such evidence to law enforcement authorities.

2. SEARCHES OF THE PERSON

The Superintendent/Principal and his/her designee may search the pockets of outerwear clothing and any object in the possession of the student such as a purse, satchel, backpack, or briefcase, if circumstances exist which cause a reasonable person to believe that such a search will lead to the discovery of one or more of the prohibited items named above. The Superintendent/Principal or his/her designee shall not require a student to remove any article of clothing and shall not "pat down" the body of any student, except under circumstances which create a probable cause that the student has hidden or concealed in the student's clothing, on the student's body, or in any object possessed by the student, any of the prohibited items named above. If it becomes necessary the appropriate law enforcement agency would be called in to conduct the search.

3. NOTICE OF SEARCH

The student's parent shall be notified if any search leads to discovery of any prohibited items. The notice to the parent/guardian shall be made by letter through the U.S. mail or by personal delivery.

4. COOPERATION WITH POLICE AND PROSECUTORS

Representatives of the school district will in good faith and with due diligence report to and cooperate with the police or other persons responsible for investigating and prosecuting persons suspected of violating criminal law.

5. CUSTODY OF PROHIBITED ITEMS WHEN DISCOVERED

Representatives of the School District will turn over to appropriate law enforcement officials any of the above named prohibited items when discovered on or in the possession of the student, when such turn over is requested by the law enforcement officials. Except when turned over to appropriate law enforcement officials, any prohibited item named above, when discovered, shall remain in the possession of the School District in sealed envelopes or similar sealed packages until such items are no longer needed for any disciplinary or legal proceedings.

ALCOHOL AND DRUGS:

Use of alcohol or unprescribed drugs will not be tolerated. The use or possession of alcoholic or unprescribed drugs by students at school, on school property, or at a school function or activity will result in immediate suspension. When a substance is determined to be an illicit or “look alike” drug, the identity of the student shall be given to the proper authorities for prosecution. Any student who is found to be using, trafficking in, or in possession of alcohol or unprescribed drugs will be suspended from school for up to ten days. Should a second offense occur, the student shall be subject to suspension and recommended for expulsion. All prescription drugs, medicine, stimulants must be turned into the office for dispensing. A letter from the parent must accompany the medicine stating the dosage and duration the student is to be taking the prescription. The letter will be kept on file in the office.

SODA

State law prohibits schools from selling soda to students during school hours. The School Wellness policy is on file in the administration office if anyone wishes to request a copy.

DEFINITION OF DISCIPLINARY TERMS

Assault – conduct which causes another person to be placed in fear of his or her own personal safety.

Battery – the unlawful beating or use of force upon a person without his or her consent.

Behavior Contract – a written agreement between the student and the teacher specifically defining acceptable or expected behaviors and the consequences which will be applied in the event of misbehavior.

Bullying – verbal, physical, cyber, social or emotional harassment that occurs over a period of time.

Cell Phone – cell phones are to be turned off during school hours unless: (A) authorized by school personnel, (b) use of the device is provided in a student’s IEP; or (c) it is needed in an emergency that threatens the safety of student, staff, or other individuals.

Cheating – any attempt to get a grade on a test or assignment by means other than authorized by a teacher. Students who allow others to copy their work or assist any student to cheat shall be guilty of cheating. Students guilty of cheating shall receive a zero for that assignment or test and disciplinary action.

Classroom Management Plan – a pre-planned set of rules designed by the teacher to provide an atmosphere conducive to teaching.

Computer Misuse – accessing, reading, altering, copying, damaging, erasing or printing another student’s or teacher’s files or system configuration. Creating, using or saving files that contain crude, vulgar or offensive art/language or making reference to inappropriate material, illegal substances, or inappropriate/illegal practices.

Detention – keeping a student for a specified amount of time. Students will serve the detention that day or by the end of the next school day. Transportation arrangements are the responsibility of the student and parents.

Drug Paraphernalia – refers to all equipment, products, and materials of any kind which are particular to or marketed for use in introducing in to the human body cannabis or a controlled substance in violation of the Cannabis Control Act of the Illinois Controlled Substance Act.

Electronic Device Misuse – using any electronic paging device or using a cellular telephone, personal digital assistants (PDA’S) or any other electronic device in any manner that disrupts the educational environment or violates the rights of others, including but not limited to, using the device to text message, take photographs, cheat, signal others, or otherwise violate the student discipline code rules.

Expulsion – removal of a student from school for a period in excess of 10 consecutive school days, but not to exceed two school years.

Extortion – obtaining money, objects, or information from another by coercion or intimidation.

Forgery – altering information with the intent to deceive. This includes the use of forged materials and any form of pass abuse and the making of deceptive phone calls to impersonate or misrepresent identity.

Gambling – participation in games of chance or skill for money or profit.

Gang – three or more persons engaging or conspiring to engage in (i) any activity constituting a violation of this discipline code or (ii) any activity constituting a violation of the Criminal Code of the State of Illinois. Gang membership or gang member shall be any person who voluntarily associates himself or herself with three or more persons in a gang related activity. Gang related activity shall be any action by any gang member constituting (i) a violation of the discipline code or (ii) a violation of the Criminal Code of the State of Illinois. Gang violence is defined as one or more members of the gang committing assault, battery, or intimidation.

Guns/Explosives – includes all guns, firearms, ammunition, explosives, and any other related device described or referred to in federal laws 18 U.S.C.A.921 through 930.

Hazing – engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct.

Inappropriate Dress – student apparel and grooming detrimental to health or safety, or which are obscene, or which create classroom or school disorder. Students are expected to wear clothing that is not revealing. Examples of unacceptable attire include, but are not limited to, hats, clothing that reveals undergarments, tops that expose the chest and/or waist areas, shorts/pants that expose the buttocks while standing, sitting, or bending, short and tight skirts, and pants that are tight and/or frayed to the point of being revealing. Baggy pants or shorts are not appropriate if the waistband hangs lower than the individual's waist. No apparel shall make any reference to sexual conduct or misconduct, including double entendre. No apparel or bookbag shall make any

reference to hate, violence, racial/ethnic slurs, suicide, homicide, death or other negative messages. This includes, but not limited to, pictures, graphics, symbols, numbers, or other written or implied messages. No walletchains, or accessories of any kind that may be used as weapons may be worn. The discretion of the administrator shall determine the appropriateness/inappropriateness of other items on an individual basis.

Inhalants – chemical products that are misused to create certain physical effects.

In-School-Suspension – the student remains in school and will be given full credit for all assignments completed. All privileges are suspended; classes are not attended, assignments will be completed in the Principal's office. The action is recorded in the student's temporary folder. In-school suspension shall not exceed 5 days for each offense.

Internet Misuse – the failure of any user to follow the terms of the Authorization for Internet Access. Each student and his or her parents/guardians must sign the Authorization before being granted unsupervised access.

Intimidation – engaging in behavior which attempts to control the actions of another by fear. Such prohibited behavior includes the use of threats (both spoken and implied), coercion, or force.

Loitering – standing idly about or loafing in classrooms, in other parts of the school building, or on school grounds when asked to refrain from such action.

Look-Alike or Counterfeit Drugs – including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.

Out-Of-School-Suspension – removal of a student from school not to exceed 10 consecutive school days during which a student's work may be requested and completed but will not count for credit.

Parent – the term parent when used in this discipline code shall include the legal guardian for the student if in fact the guardian has lawful custody of the student.

Plagiarism – plagiarism occurs when a student submits another person’s work as his or her own, downloads a work from the internet without documentation, copies verbatim without using quotation marks and citations, or paraphrases another’s work without including citations.

Saturday Detention – keeping the student in school on Saturday for a time of four hours for each Saturday detention assigned. It shall not commence before 8:00 A.M.

Sexual Harassment – means any unwelcome sexual advances or request for sexual favors or any conduct of a sexual nature that has a purpose or effect of (i) substantially interfering with a student’s liberty or (ii) creating intimidating, hostile, or offensive educational environment.

Theft – taking or attempting to take possession, or assisting others to take possession of property belonging to another without consent.

Threats – verbal, physical or written threat or action taken that would cause one to believe their would be immediate or forthcoming harm to the person/school.

Truancy – unauthorized absence from school, class (es), study hall, homeroom, or other school functions.

Verbal Abuse – name calling, profanity, obscenity, or other derogatory statements or gestures.

Weapons – includes all items described as weapons in the Illinois School Code, including but not limited to knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs or “look-alikes” thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm.

GROSS DISOBEDIENCE AND MISCONDUCT

Gross Disobedience and Misconduct - is defined to include the following student behaviors and/or actions:

1. Behavior which is injurious to persons or property, or which directly threatens injury to person or property.
2. Behavior which substantially and materially disrupts the educational process or discipline in the school.
3. Repeated minor incidences of misbehavior as described in the discipline code for which other disciplinary measures have failed to deter.
4. Gross disrespect which includes insubordination, intimidating or attempting to intimidate school personnel or another student, fighting with or assaulting school personnel or students, and verbal abuse or use of profanity or obscenity to school personnel or other students.
5. Smoking and/or possession of smoking materials on school buses, in school buildings, or on school grounds.
6. A student is found to be using, possessing or distributing alcohol or unprescribed drugs.
7. Repeatedly failing to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, or other authorized personnel during any period of time when he/she is properly under the authority of school personnel.
8. Repeated truancies and/or unexcused absences which are detrimental to the welfare of the student and disruptive of the educational process.
9. Repeated tardiness which substantially disrupts the educational process.
10. Students found in the school building or upon its property (school property includes all properties owned and maintained by the Board of Education, District 24C) for any purpose other than as related to school activities shall be considered trespassers, and a violation of criminal law, which will be referred to the proper law enforcement authorities.

DUE PROCESS PROCEDURES

Due process procedures will occur for all infractions.

SUSPENSIONS: Except as set forth in the second paragraph below, prior to the imposition of suspension, the following procedures will be observed:

1. The suspending school official will give the student an informal hearing to notify the student of the charges and the disciplinary action being considered.

2. The student will have the opportunity to present an explanation regarding the charges and evidence with the suspending school official.
3. The suspending school official will make a decision and then inform the student if the suspension is to be imposed.

Students whose presence possess a continuing danger to persons or property or an on-going threat of disrupting the academic process may be immediately removed from the school. In such cases, the requirements or notice and hearing set forth in the above paragraph will be followed as soon as possible.

Any such suspension will be reported immediately to the parents or guardians of such pupil including the date and time of the hearing, a full statement of reasons for such suspension and a notice of the parent's right to review.

A copy of this notice will be given to the parents or guardians at the time the student is suspended.

A request for a review hearing will be submitted in writing within ten (10) school days after the receipt of the suspension notice. The review hearing will take place within ten (10) school days of the receipt of the request or on a date mutually acceptable to all parties involved.

EXPULSION: In the event that gross disobedience or misconduct leads to expulsion, a student will be excluded from school prior to expulsion procedures as outlined below (not to exceed ten (10) school days).

1. The Board of Education may expel students for gross disobedience or misconduct; such expulsion will take place only after a review hearing by the Board of Education or the Board has taken action upon findings submitted by a hearing officer appointed by the Board.
2. The student and the parent(s) or guardian(s) of the student will be notified by certified mail of the following:
 - a. A letter should be sent at least ten (10) days prior to the date of the hearing, or at least three (3) days prior to the date of the hearing if a copy of the letter is personally delivered to the parent or guardian. This letter will include a statement of the charges against the student, specifying, if possible, the time, date, and place of the incident(s). The letter will also state the time, place and date of the hearing as well as include a copy of the review hearing procedures as set forth below. The letter will advise the right of the parent/guardian to bring an attorney to the hearing.

- b. The hearing will be held at a time and date mutually convenient to the parties involved.

REVIEW HEARING PROCEDURES

The hearing will be held in Executive Session (closed to the public) at the request of the parent(s) or guardian(s) or the Superintendent/Principal. The student will be afforded the following:

1. The right to be represented by counsel (at the expense of the student or parents).
2. The right to present evidence and call witnesses.
3. The right to cross-examine the opposing witnesses.

A written decision will be issued to the student and the parent(s) or guardian(s) within ten (10) school days after a review hearing conducted by the Board of Education. It will contain a statement of facts and the basis for the decision.

If the Board of Education finds in a hearing on the suspension or expulsion of a student that the action was unjustified or unreasonable, the following procedure will be followed:

1. The student's record will be expunged of all notations or remarks in regard to the suspension or expulsion.
2. The student's absence(s) will be recorded as "excused."
3. All educational opportunities and services missed by the student will be afforded.

Tutoring will be provided for the number of days suspended, if requested or deemed necessary.

A student may not be expelled for behavior which is or results from a handicap. However, a student may be suspended or expelled for behavior which is or results from a handicap if as a result from this behavior, the child is a direct physical danger to himself, other students, faculty, or school property. If evidence is presented during an expulsion or suspension proceeding which indicates that the student's behavior is symptomatic of, or results from a handicap, the student will be referred for special education evaluation pursuant to the Rules and Regulations to Govern the Administration and Operation of Special Education.

The academic penalty assessed for suspension should be commensurate with the length of the suspension and the academic work missed.

CORPORAL PUNISHMENT

The Board of Education fully recognizes the need to maintain student control and discipline; however, the use of corporal punishment by an employee of the school district shall not be permitted. An employee, however, may use reasonable force against a student when it is essential to protect either the person or property of any employee, student, or the Board of Education.

SEXUAL HARASSMENT:

Sexual harassment is prohibited. Sexual harassment is defined as:

1. Unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature, that denies or limits the provision of educational assistance, benefits, or services; or that makes such conduct a condition of a student's academic status; or
2. Unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature by anyone, including students, that has the effect of: (a) interfering with a student's educational environment; (b) creating an intimidating or offensive educational environment; (c) depriving a student of educational assistance, benefits, or services; (d) making submission to or rejection of unwelcome sexual conduct the basis for academic decisions affecting a student. Students who believe they are victims of sexual harassment are encouraged to discuss the matter with their Superintendent/Principal. There are no express time limits for initiating complaints and grievances; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. Aggrieved persons should file a written complaint with the Superintendent/Principal. The Superintendent/Principal shall, within 10 days, submit to the President of the Board of Education a written report which shall include:
 1. The date of receipt of the complaint, and identification of the complainant.
 2. Identification of the party or parties involved and the actions complained of, including all relevant background facts and circumstances.
 3. A statement detailing the scope of the investigation that had been undertaken, and the result thereof.
 4. A statement of corrective measures pursued, the date such measures were undertaken and the results achieved.

5. Where possible, a written statement signed by the complainant detailing the conduct complained of.

SEXUAL EQUITY:

Nettle Creek CCSD #24C shall, in accordance with Section 200.40(e), review and/or modify any policy or practice that does not meet the requirements set forth by the amended rules for Sex Equity and take remedial steps to eliminate the effects of any discrimination resulting from such policy or practice. Said review shall be conducted by the Superintendent/Principal. Any resulting modification of policy or practice shall be submitted to the Board of Education for their approval. Grievances may be submitted in writing to the Board of Education who will render a written decision within ten (10) days. Further appeal may be made to the Regional Superintendent and then the State Superintendent of Education.

BUS POLICY

School bus riders, while on a school bus, are under the jurisdiction of the school bus driver and any other adult designated by the Nettle Creek CCSD #24C Board of Education to supervise students riding the bus.

Parents/Guardians and students must understand that the bus driver is in full charge of the discipline of students and operation of the bus. His/her relationship with students should be on the same plane as that expected of a teacher. Students must obey the driver carefully and promptly. The right of all students to ride on the bus is conditioned on their continued good behavior and observance of the rules and regulations. The bus driver must devote one hundred percent of his/her attention to driving the school bus and therefore should not be distracted by the improper conduct of students riding on the bus. Safety demands complete cooperation. Should any student persist in violating any of the rules and regulations, it shall be the duty of the driver to notify the Superintendent/Principal. Appropriate disciplinary action will be taken for violation of bus regulations.

Bus transportation is provided under the State Transportation Program for students and in accordance with the School Code of Illinois. Bus drivers will only stop at scheduled pick-up and drop-off points. They will not wait for students who are not ready to board the bus at the time of its arrival. Bus riding privileges may be removed from a student for disruptive behavior or not following the directions of the bus driver. If conditions warrant, the bus driver may remove a student from the bus. When it

becomes necessary to keep a student after school for disciplinary reasons or to make up work, parents/guardians will be notified in advance so that they can make plans for picking up their child from school. Parents/Guardians planning on picking up their children after school must arrive prior to the bus's departure. If they are not present, the students will be sent home on the bus, unless there is a written note from the parent/guardian stating who will pick up the child from school. Please note: Students will not be released to the parking lot until all buses have pulled out.

RULES OF STUDENT CONDUCT ON BUSES

1. The driver is in charge of the bus and students. Students must obey the driver.
2. Students must not get onto the bus or off the bus while it is moving.
3. Students must not crowd to get on or off the bus.
4. No moving about in the bus while it is moving.
5. No fussing or scuffling for seats.
6. Students must be on time.
7. No sticking head or arms out the windows and no yelling at people along the road side.
8. Students must refrain from unnecessary conversation with the driver.
9. Students are to sit facing the front of the bus and are not to put their feet in the aisle or on the seats.
10. Unloading - when students must cross the road to be picked up, the driver, after looking for approaching cars, will beckon them to cross. Wait for the proper signal and then cross promptly.
11. Unloading - at discharge points where it is necessary for the student to cross the highway, the student should stand on the shoulder of the highway until the bus driver motions him or her to cross.
12. No profanity.
13. No "over-friendliness" between students.
14. No use of tobacco in any form.
15. Students must not throw waste paper, gum or rubbish anywhere in the bus.
16. No soda on the bus at any time. No food may be consumed on the bus without permission. Water bottles being transported to or from school must be closed before boarding the bus.
17. Students should report any damage to the bus to the driver.

18. Students are not to use the emergency door except in emergency situations.
19. Bus drivers are authorized to assign seats to one and all students.
20. Students may not change buses or change their place of unloading from the bus without written permission from their parents/guardians and permission granted by the school office.
21. There is a zero tolerance policy for bullying/hazing and any type of threats that would warrant loss of bus privileges or possible further disciplinary action.

BUILDING EMERGENCY PROCEDURES

TORNADO/DISASTER DRILL INSTRUCTIONS

The signal for disaster drill or a disaster is short quick rings of the bell, a series of short blasts on an aerosol horn, notification by radio or by administration.

Procedure:

1. The teacher immediately takes charge.
2. Students pass quietly into the hallways.
3. Sit on knees facing the wall in the assigned bathrooms.
4. Do not block doorways.
5. Stay away from glass.
6. Lower head and cover with hands.
7. Remain quiet until drill or emergency is over.

The same procedures should be followed when classes are not in session.

TORNADO

In the case of a tornado, the following procedures will be followed:

1. Tornado Watch: The school will immediately be alerted and should nothing further develop in the weather condition, students will be released at their regular time.
2. Tornado Warning: The school will immediately be notified and your child will remain at school and be placed in a designated shelter area that will offer maximum possible safety for the child.

- A. Please Do Not Call The School District: Excessive calls jam the telephone lines and reduce communication with emergency services.
- B. Do Not Come To School For Your Child: unless you receive a call to do so. This causes congestion. Not only on the road, but at the school, and could possibly endanger your lives and the lives of your children.

Finally, it is important to note that your child will NOT be released during a warning condition! If a parent/guardian insists on coming to school, we will release children to their parent/guardian only, providing the parent/guardian signs a release for the child. Children will not be released to another adult, either friend or relative unless they are listed as an emergency contact.

FIRE DRILL INSTRUCTIONS

Signal for a fire drill or a fire is one continuous blast of the fire alarm or notification by radio, aerosol horn or notification by administration.

Procedure:

1. Teacher immediately takes charge.
2. Students quickly and quietly walk from the room to the designated exit.
3. Teacher closes windows and doors if time permits.
4. No one should take anything from the room.
5. No one should go for coat or possessions in lockers or desks.
6. Always walk. Do not run.
7. Do not panic.
8. Help incapacitated persons who cannot keep up with the flow of traffic.
9. Stay in a group away from the building.
10. Do not interfere with fire-fighting equipment, or try to help.
11. Teachers should take roster and check roll to insure that all students are accounted for.
12. For drills, the regular bell is an “all-clear” signal.

Instructions for disaster drill and fire drill are posted in each room. These instructions tell the closest exit and disaster safe areas.

CRISIS/LOCK-DOWN PROCEDURES

1. Lock door
2. Turn off lights
3. Pull shades/cover windows
4. Slide colored cards under door and place in outside window
5. Take protection-out of sight of doorway
6. Remain quiet & calm
7. Don't answer or open your classroom door
8. Stay in place until all clear call from superintendent
9. Students who are out of the classroom need to seek hidden shelter in a closet, storage room, washroom, etc.
10. Refer to the CRISIS Management Plan for further details

PARTIES AND TREATS

Classroom parties are held near certain holidays such as Halloween, Christmas, and Valentine's Day. Parents/Guardians may be asked to furnish treats for those occasions. Also, many parents/guardians desire to furnish treats for the class on their child's birthday. All treats brought in to school must be in line with Policy 6:50 (School Wellness) included in this handbook. Forms need to be filled out at least 3 days prior. The school discourages the use of balloons, noisemakers, or toys of potential nuisance at school parties. We ask that Halloween costumes not reflect violent themes. Students may not bring in guns or look-alike guns as part of the costume. Parents need to check with the teacher and/or administration regarding distribution of treats as it relates to allergies.

PHYSICAL EDUCATION

Each child is expected to participate in PE class each day unless excused for some legitimate reason. Parents/Guardians may request that their child be excused from PE for no more than 1 day. After that time a Doctor's note is needed for the student to be excused from PE. The grade of any student who does not participate in PE for any reason other than illness or injury will be affected.

ELECTRONIC DEVICES

Cell phones are to be turned off and kept in the students lockers/cubbies during school hours unless conditions exist that are stated on page 37.

Students may not record or transmit any image without express consent. Recording is a violation of the discipline code and student rights. No images of the school or school property may be transmitted without authorization of the superintendent/principal. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building superintendent/principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

SCHOOL CLOSING AND ANNOUNCEMENTS

A Connect Ed message will be sent out to all Nettle Creek families and staff. Radio Station WCSJ (103.1 fm) or WJDK (95.7 fm) will broadcast emergency closings, emergency early dismissal information or extra-curricular cancellations. Be sure to tune in if hazardous weather is anticipated.

LOCKERS

Lockers will be furnished in grades 3-8. Lockers should be kept clean and neat. Locker doors are to be kept closed during class session. Report all locker problems to the office promptly. Students should not bring large sums of money or valuable items to school and placing them in their locker. In the case of missing items, these items are the responsibility of the student and not the school. Locks will not be permitted.

LOST AND FOUND

When you lose something, it belongs to you -- when you find something, it does not. Anything you find should be given to the school office for placement in the lost and found. If you lose anything, you may look through the lost and found box.

TELEPHONE USAGE

The telephone in the school is for the conducting of school business. Parents/guardians are urged not to call their children during school hours unless it is an emergency. Students will not be permitted to use the phone unless in an emergency where the parent or guardian must be notified.

VISITORS

Parents/Guardians are always welcome to visit the school facilities. The school is for your child, and we appreciate your visits. However, we request that you call for an appointment to be assured that the person who you wish to see is available. We ask that you do not bring pre-school children with you on your classroom visitations. All visitors must sign-in in the school office at Nettle Creek and obtain a visitor badge..

SELLING ITEMS

Students are not to sell anything at school unless it involves school approved projects. The sale of personal items will not be permitted.

STUDENT INSURANCE

Each student in the district is covered by accident insurance for incidents which occur at school or at school functions or activities. This policy is strictly a supplemental policy which is designed to help take care of the deductible portion of regular health insurance. Additional accident and extra coverage can be purchased by the parent/guardian at an additional cost. Students must report all accidents or injuries to their teacher or the school office immediately upon their occurrence. Should a student be seriously injured at school or at a school function, parents/guardians will be notified. Parents/Guardians should always obtain an insurance claim form from the school office prior to taking the student to a doctor or hospital. If the parent/guardian should decide to take the student to the doctor after school hours or on a day when school is not in session, the parent/guardian should notify the school as soon as possible and pick up the necessary accident insurance claim to be submitted to the doctor. DO NOT Charge a medical visit to Nettle Creek CCSD #24C.

FIELD TRIPS AND EXCURSIONS

A field trip is a faculty supervised trip with a group of students off the school premises. The Board of Education intends these field trips to augment the basic curriculum being taught.

The trip should demonstrate and directly relate to the course of study. The Board of Education expects the trips to be conducted according to the rules and regulations of the district without becoming excessively frequent. The faculty member planning the trip should prepare the class for the trip, conduct it with the course of study in mind, and follow-up with reinforcing instruction in the classroom.

Written permission must be given by the parents/guardians before any child is allowed to go on a field trip. If written permission is not received by the day of the trip, the child will not be allowed to go on the trip. Teachers may select parent/guardian chaperones and are to orient them of expectations with regards to discipline and duties.

Because the full attention of parent chaperones is required, no younger siblings will be allowed to attend with chaperoning parents. Also, because being a chaperone includes helping to monitor student behavior on the school bus, all chaperones are required to ride the bus to and from the field trip site.

FIELD TRIP CONDUCT

1. The same rules as those for a bus route must be observed.
2. The teachers and chaperones are to supervise the students to enable the driver to drive the bus safely.
3. At least one adult will supervise students.
4. Absolutely no smoking or chewing tobacco by students, teachers, or chaperones will be allowed on the bus.
5. All students are to be picked up and unloaded on school property only.

6. Teachers are to go over the rules with students before boarding the bus, including evacuation.
7. Teacher should check with the bus driver a few days before the trip relative to destination, time for pick up, and number going.

STUDENT MEDICATION

Immediately following is the medication policy for Nettle Creek CCSD #24C. Please become familiar with the procedures for the administration of medication at the school. Parents/Guardians may pick up additional forms in the school office should their child need medication at school. Please be sure the child's physician fills out the necessary forms needed.

ADMINISTRATION OF MEDICINE TO STUDENTS

Medication required by a student shall generally not be administered at school by a district employee. This policy includes even common widely used preparations such as aspirin or Tylenol.

In compliance with Public Act 87-790 of the Illinois School Code, it shall be the policy of Nettle Creek CCSD #24C that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. Under no circumstances shall teachers or other non-administrative personnel be required to administer medication to students. As used in the Act, "medication" is not limited to prescription medications, but includes over-the-counter medications as well. If absolutely necessary, Nettle Creek CCSD #24C shall adhere to the following guidelines for self-administration of medication by students:

Prescription Medication:

1. The student shall present a note/instructions from the prescribing physician.
2. The student shall present a note of consent from parent or guardian with instructions stating dosage, frequency, and duration of treatment.
3. Medication will be stored or under the control of the office.

NON-PRESCRIPTION MEDICATION

1. The student shall present a note of consent from parent or guardian with instructions stating dosage, frequency, and duration of treatment.
2. The parent or guardian must provide the non-prescription medicine to the school.
3. Medication will be stored or under the control of the office.

This policy shall not prohibit any school employee from providing emergency assistance to students or restrict them from agreeing to administer medication.

SPECIALIZED PROGRAMS OF INSTRUCTION AND / OR INFORMATION SHARING ANNUAL NOTIFICATION

Documents required under the AHERA law are complete and on file at their respective buildings. Learning Assessment Plans (instruments and procedures) and School Improvement Plans as required by the Illinois State Board of Education, are on file at the Nettle Creek facility. Nettle Creek District 24C is in compliance with the Family and Medical Leave Act, the School Visitation Rights Act, and cooperates with local law enforcement agencies. Forms and information are posted and available in the office.

SUGGESTIONS, COMPLAINTS AND/OR GRIEVANCES

Suggestions, complaints and/or grievances from persons other than employees and/or students of Nettle Creek CCSD #24C shall first be brought to the attention of the classroom teacher, if the suggestion, complaint and/or grievance pertains to that person. **Contact of staff members should be during school hours only, unless in the case of an absolute emergency.**

If the suggestion, complaint and/or grievance does not directly concern a staff member, or if not properly resolved in a meeting with the staff member, it shall then be brought to the attention of the Superintendent/Principal.

Appointments should be made with the appropriate staff member **in advance** to expedite any concerns or suggestions.

Sex Offender Community Notification Laws

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

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

Students

Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, 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 nonschool-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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school psychologists, school nurses, cafeteria workers, custodians, and bus drivers.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon

any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. 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.

Complaint Manager:

Michael Gorham

Name

8820 N. Scott School Road Morris, IL

Address

Michael.gorham@nettlecreek.org

Email

815-942-0511

Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. 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.
8. A student will not be punished for reporting bullying or supplying information, even if the District'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.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.

- b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Instruction

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program and school activities. This policy shall be interpreted consistently with section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Nettle Creek School will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content*.

- During the school day, all students will engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content*.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

Nutrition Guidelines for Foods Available in Schools During the School Day

Any food brought in during the day for student consumption, must adhere to specific guidelines. At least 3 days before bringing food into the school, parents must complete the “Request for Food Served in the Classroom” and submit it to the classroom teacher. This form must be approved by both the classroom teacher and the school superintendent. **Items may not be brought into the classroom that are not on the approved list and that are not pre-packaged. The approved list can be found at [www. http://snacksafely.com/safe-snack-guide/](http://snacksafely.com/safe-snack-guide/). Scroll down until you see the box “Click Here to See the Safe Snack Guide”. Please note that this list is regularly updated, and you can even sign up for e-mail updates. Exceptions to this will be made only for special events and on an individual basis. In either case, the “Request for Food Served in the Classroom” form must be completed. Please note that pre-washed, store packaged fresh fruit is also permissible.**

This policy covers food that is brought into the classroom to be shared with other students – not, for example, an item that is brought in for an individual student snack or for an individual student lunch brought from home.

Request for Food Served in the Classroom

Because of the increasing number and severity of food allergies and medical needs of our students, we need to monitor the quantity and type of foods being served in our classrooms. We hope to make significant strides in reducing the amount of unhealthy foods brought into our classrooms as well as those foods that could pose a danger to our students. To this end, any individual wishing to bring food to the school during the day, must complete this form and submit it at least 3 days ahead of time. The classroom teacher will notify that your request is approved.

Parent: _____ Student: _____ Grade: _____

Today's Date: _____

Date Food Will Be Served: _____

Specific Food Item to Be Served (*Must be from approved list): _____

Reason for Treat: _____

Approval by: _____ (Teacher)

Approval by: _____ (Superintendent)

*Any requests for food to be brought in for a special event during the day that is not included on the approved list will be considered on a case-by-case basis. **Under no circumstances will items from a bakery or store bakeshop be approved nor will any items that include tree nuts or peanuts. No home-baked goods will be approved.**