

## **Nauvoo-Colusa Elementary Handbook**

*This Student Handbook is not intended to create a Contract between the student and the School District. The Board of Education reserves the right to modify or amend the Handbook from time to time. Additionally, the rules set forth in this Handbook are not intended to cover every situation that may arise in school. The Board of Education and the Administration reserve the right to apply the rules to specific instances that may occur. State/Federal Law supersedes any item in this handbook. District policy also supersedes items in this handbook. For additional information parents are encouraged to refer to the District Policy Manual available in the school office.*

### **Absences:**

If a student is absent from school, his/her parent/guardian is asked to call the school before 9:00 a.m. each day the student is absent. If parents/guardians of a child who is absent have not called the school by 9:00 a.m., the school will call them. After six absences for illness per semester, a doctor's note will be required for the absence to be considered excused.

### **Accidents:**

Every effort is made to prevent accidents at school. Should an accident occur at school, the principal and/or his/her designee will:

- Administer first aide.
- Contact the parent/guardian if the injuries from the accident warrant attention. **A current Emergency Health and Accident Card must be on file in the office, within ten days of student enrollment.**

### **Admissions & Enrollment:**

New kindergarten students must be five (5) years old on or before September 1<sup>st</sup> of the year in which they are enrolling. New first grade students must be six (6) years old on or before September 1<sup>st</sup>. A physical examination is required prior to enrolling in preschool, prior to enrolling in kindergarten and prior to enrolling in sixth grade. A dental examination is required prior to enrolling in kindergarten, second grade and sixth grade. Ages must be verified by a birth certificate, and immunization records must be complete. All health records and physical examinations must be on file in the school office before October 15<sup>th</sup>. Parents have the right to object to physical and immunization requirements. (20 U.S.C Section 1232h) A copy of the official birth certificate must be on file before the child enters school.

### **After-School Activities:**

Permission slips are required for participation in after-school activities. Parents are responsible for students' transportation home. Students are not allowed to stay at school between the time school is dismissed and the time an activity begins unless the activity begins less than fifteen minutes after school is dismissed. **Students who are absent from school on the day of the activity may not attend the after-school activity. Staff will not be responsible for students after the end of the school day.**

### **Alcohol & Drugs:**

In accordance with the Safe and Drug Free Schools Act of 1994, the possession, sale, or use of alcohol, drugs or other controlled substances (including cigarettes), on the school campus or buses is strictly forbidden and will result in an automatic suspension from school. The District prohibits the use of cigarettes, alcohol or controlled substance on school property or at any school sponsored event.

### **Arrival & Dismissal Times:**

**Doors to the school will be unlocked at 8:00 a.m.** Breakfast will not start before 8:00 a.m. Therefore, no students should arrive at school before 8:00 a.m. **Students arriving before 8:00 a.m. will be required to wait outside.** Non-bus students who do not eat breakfast at school should arrive by 8:20 a.m. The warning

bell rings at 8:20 a.m., and students are expected to be in the gym by 8:25 a.m. Non-bus students should leave the school promptly at 3:15 p.m. The front doors will be locked at 3:30 p.m. Students are not allowed to stay and play. If they wish to play on the playground after school hours, they must leave at the end of the school day, and may come back after 4:00 p.m.

**Assemblies:**

Assemblies are planned periodically as special events on the school calendar. Student attendance is a requirement, not an option. Parents must submit a written request to the principal for their child/children to be excused from attending an assembly.

**Athletic Eligibility:**

Nauvoo-Colusa Elementary co-ops its athletic programs. Fifth and sixth grade students may be eligible to participate. Eligibility is determined by the host school. Physical examinations are required for participation in any sport. Fifth and sixth grade students need to have a sports physical. Forms may be picked up in the school office. Physical forms must be completed and on file in the school office prior to the first practice. The student must show proof of accident insurance coverage either by a policy purchased through the District approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan. Nauvoo-Colusa Elementary is a member of the Illinois Elementary School Association and follows the guidelines set forth by that organization.

**Attendance:**

According to Illinois State Law, students must be in school 300 minutes of study time per day. *This means that in most cases if your child arrives after 9:20 a.m. or leaves prior to 2:20 p.m., he/she is considered absent ½ day.* If your child is here less than 150 minutes of study time he/she will be counted absent all day.

The following circumstances are the only recognized excuses for school absence: 1) personal or family illness, 2) death in the family, 3) religious holiday, 4) doctor/dentist appointment, or 5) family vacation. When a student is absent for a family vacation, the student needs to complete all assignments prior to the absence. The school needs a minimum of one week's notice to prepare work for students who plan to be gone for a family vacation. After a child has been absent four times a doctor/dentist note is required for the absence to be considered "excused." If a student has chronic absences or is frequently late to school, the principal will contact the Regional Office of Education. Students who are absent for ten days or more during the year will be referred to the truant officer.

**Bicycles:**

Bicycles are to be parked in the bicycle parking area in front of the school building. They, along with skate boards, scooters, and other wheeled toys are not to be ridden on the school grounds between 8:00 a.m. and 4:00 p.m. The school assumes no responsibility for bicycles, etc. Bicycles that remain at school for a week will be turned over to the city marshal.

**Breakfast/Lunch:**

The school provides a hot lunch and breakfast program. Costs for breakfasts and lunches are set annually by the Board of Education and are made public through the district's newsletter. Meals include ½ pint of milk. Breakfast is served between 8:00 and 8:15 a.m. Exceptions will be made for LATE BUS students only. No breakfast is served on late start school days.

Students should bring money for meals/milk to the office in an envelope clearly marked with the student's name. Notes will be sent home when the child's account is low. Students may only charge four meals.

Students who do not eat school lunch should bring a sack lunch with non-perishable food items. Refrigeration is not available for student use.

## **Bus Rules:**

**Nauvoo-Colusa School District provides transportation for its students only. Any other persons wishing to ride may do so only at the invitation/approval of the school administration.**

*School buses are considered to be an extension of the classroom and shall be treated as such.*

Students who ride buses either daily or for special trips such as athletic events or field trips must follow these rules:

- Follow directions the first time they are given.
- Stay in the seat with your back against the back of the seat, legs and feet in front of you.
- Talk quietly only. No name calling or bad language.
- Keep hands, feet and personal objects to yourself.
- Do not eat or drink on the bus.
- Do not litter.
- Stay in your seat until the bus comes to a complete stop. Stay in your own seat until the bus arrives at your home or school.

Consequences:

First Offense – Verbal warning from bus driver and parents notified by the bus driver of the incident.

Second Offense – Bus driver completes a Bus Incident Report and calls the child's parents. The building principal talks with the child.

Third Offense – Bus driver completes a Bus Incident Report. The building principal calls the parents. The student will be suspended from riding the bus for one to five days.

Fourth Offense – Bus driver completes a Bus Incident Report. The superintendent will suspend the student from riding the bus for the remainder of the semester.

Nothing in this procedure prevents the Administration and/or Board of Education from suspending a student's bus riding privilege after any offense that is deemed an act of gross disobedience. Such acts include:

- Possession or use of drugs, alcohol or tobacco on the bus.
- Willful injury or threat of injury to a driver or to another rider.
- Repeated use of profanity in the presence of the bus driver or other riders.
- Possession of a dangerous or potentially dangerous weapon.
- Behavior that the Administration deems to threaten the safe operation of the bus and/or its occupants.

*Children below the age of twelve can not be let off of the bus unless a parent, adult or older sibling is visibly present. If no one is home, the child will ride the remainder of the bus route and an attempt to deliver the child will be made at the end of the route. If there is still no one at home, the bus driver will contact the authorities.*

## **Bus Passes & Change of Destination:**

Bus routes are established at the beginning of each school year. Students should plan to be picked up and dropped off at the same location each day. When a change is necessary, parents must send a written note to school with the child or must call the school before 2:00 p.m. Bus passes will be issued at the end of the school day. If a note has not been sent or a phone call from parents has not been received, students will ride the bus to their regular destination.

**Cell Phones:**

Students are prohibited from the use or display of any cellular communications, electronic paging devices, and/or any electronic music devices, etc. in the school district buildings and upon property during regular school hours. **Any exceptions to this policy must be approved by the administration.** Any communication devices found at school in classrooms, or that are being used during the school day, or disrupting the learning environment will be confiscated. **The first offense will be a verbal warning, and the device will be returned to the student after school. The second and subsequent offense will require the student's parent to pick up the electronic device.**

**Child Abuse/Neglect:**

All school employees are "mandated reporters." This means that we are obligated by law to report any suspicion of child abuse or neglect. If a child tells us about an incident, or if we see marks on a child, we report this to the Department of Child and Family Services. There are serious consequences for school employees who fail to report suspicion of child abuse. Therefore we will always err on the side of caution.

**Curriculum:**

Nauvoo-Colusa Elementary strives to provide a curriculum that is aligned with Illinois Learning Standards and is free of bias. This includes gender, race, religion, ethnicity, disability and socio-economic status. In accordance with 20 U S C section 1232h parents have the right to review instructional materials. Such requests should be made in writing and be addressed to the building principal.

**Deliveries:**

**Deliveries are discouraged.** Students may have flowers, balloons or other items delivered to school *only* under the following guidelines:

- Items are delivered to the office and given to the student *at the end of the day.*
- Parents pick the child up from school so that such items are not taken on a bus.
- No glass containers or balloons will be allowed on the bus.

**Detention rules for after school:**

Detention is assigned for various violations of classroom and other school rules. Detentions will be assigned by the administration. **Detentions will be 30 minutes in length, and will be served after school on Tuesday, Wednesday, or Thursday.** Detention will be assigned in a classroom with a teacher on duty.

Other rules for detention are:

1. Students are responsible for delivering a notice to their parents informing them that detention has been assigned.
2. Detention **will not be required** on the day notice is given. At the agreement of the student, and administration, detention **may be served** on the day notice is given.
3. The district has no obligation to provide transportation for students after serving detention.
4. The student will provide material to study or read while serving detention or detention cannot be served.
5. Students will not talk to other students while in detention.
6. Student may not sleep.
7. The student will vacate the building immediately after serving detention.

***Violation of these rules will result in additional corrective actions such as, added detention days, behavior management classes, or out-of-school suspension(s).***

**Discipline:**

Each teacher has the authority and responsibility to maintain his/her own discipline policy in the classroom. All staff members and volunteers involved in the instruction and/or supervision of students also have the

authority to maintain discipline. When the situation warrants it, a child may be referred to the building principal for disciplinary action. Parents may be called at any point during the disciplinary process.

The following is a condensed listing of the rules and regulations intended to provide students with an understanding of the conduct that is expected from them. These rules and regulations will be in effect anytime that a student is in the school building, on the school grounds, or attending any school function. The following list is not intended to include all situations which may arise. Administration reserves the right to act on misconduct not listed here.

Level One: Loss of recess (1/2 or whole)

Level Two: After school detention

Level Three: In-school suspension

Level Four: Out of school suspension, possible expulsion

- Abusive language/general profanity: level 1-2
- Bullying: level 1-4
- Breaking in to someone else's locker, property: level 2-4
- Cell phone \*see cell phone section of handbook\*, may also result in after school detention
- Cheating on class work or homework: level 1-3
- Damaging property: level 2-4
- Defiance of school staff: level 2-4
- Defiant failure to follow directions or complete assignments 1-3
- Display of disruptive devices (e.g. CD players, mp3 players, video games, laser pointers, etc.) level 1-2
- Disrespect 1-3
- Fighting (If it looks like a fight, it is.)/Physical abuse of students: level 3-4
- Food fights: level 2
- Harassment/Disruption of another student's educational rights level 2-3
- Horseplay in hallway or bathroom: level 1-2
- Incomplete homework: level 1-2
- Intimidation of students: level 2-4
- Intimidation of faculty, staff, administration: level 2-4
- Lying to faculty, staff, or administration: level 2-4
- Making threats: level 3-4
- Non-defiant failure to follow directions: level 1-2
- Person shut in locker: level 1
- Possession of alcohol: level 4
- Possession of illegal substance: level 4
- Possession of a potentially dangerous weapon including knives, guns, bullets, swords, fireworks, or any other device that could be used as a weapon: level 4
- Possession of tobacco products: level 3-4
- Profanity directed at faculty, staff, administration: level 3-4
- Profanity directed at another student: level 2-3
- Theft/Vandalism under \$150: level 2-3
- Theft/Vandalism over \$150: level 3-4
- Trespassing: level 2-4
- Writing notes to another student in class: level 1

- Any student whose behavior is deemed dangerous or threatens the safe operation of the school and/or its occupants will be detained at school until a parent/guardian can come to school to meet with the building principal.

The building principal and/or his/her designee has the authority to suspend the student for up to ten (10) days with the length of the suspension to be commensurate with the seriousness of the student's behavior. While suspension and/or expulsion of elementary aged students is rare, serious behavior problems may warrant such action. The procedures and policies governing the use of suspension and/or expulsion are included in the District's Policy Manual and may be viewed in the office of either District building.

**Dress Code:**

Students are expected to dress appropriately for school. They should use common sense when choosing what to wear. They should wear coats and caps when it is raining. Coats, caps, mittens and boots should be worn when it is snowy and/or cold. Shorts may be worn to school, but would not be appropriate when the weather is cold.

Students who wear shorts that are deemed too short or tight will be asked to change or not to wear them to school again. Bare midriff and off-the-shoulder type tops as well as armholes cut extremely low are considered inappropriate dress. Students who wear advertisements for drugs/alcohol or who wear offensive language or logos will be asked to change their clothing or will be asked to turn their shirts inside out.

**Emergency Closing Procedure:**

The district has begun using a new phone system called School Reach. All students' primary phone numbers are listed in its database. In the event that an emergency or weather conditions make it necessary to close school, these numbers will be called with a message detailing time of dismissal, etc. Do not call the school. If you have not received a call concerning early dismissal, etc. then school is in regular session.

**\*\*\*Please keep your contact information current!\*\*\***

The following radio stations will also be notified:

KBKB – Fort Madison – 101.7 FM/1360 AM

KOKX – Keokuk – 95.3 FM/1310 AM

WCAZ – Carthage – 92.1 FM/990 AM

Local television stations KHQA – 7 and WGEM – 10 may also be notified. School dismissal information will be posted on the school's web site at [www.nauvoo-colusa.com](http://www.nauvoo-colusa.com).

When school is dismissed early all games and practices for that day are automatically cancelled. Please listen to the radio or check the web site for information.

**Eye Examinations:**

Illinois law requires that students receive an eye exam within one year prior to entering any private, public or parochial school for the first time.

**Fees:**

Textbooks and workbooks are furnished for a rental fee. This fee is payable during enrollment at the beginning of the school year. Fees are established on a yearly basis by the Board of Education and are published at that time.

If a book is lost, misused or damaged beyond reasonable wear, the student shall replace the book. The cost for replacing books depends on the cost to the district.

Students who are eligible for free or reduced lunch will have textbook fees waived. Parents must complete an application for free/reduced lunch at the beginning of each year, or if the family situation changes during the school year. Forms are available in the school office.

Students may qualify for the waiver of any or all school fees if:

- The student is receiving aid under Article IV of the Illinois Public Aid Code
- The student is currently eligible for Free or Reduced Price Meals pursuant to Illinois Rev. Stat. Ch. 122, para.712.1 ext. seq.

### **Field Trips:**

Field trips supplement classroom curriculum and introduce students to the resources of the community. Parents may be asked to sign permission forms allowing their child/children to participate. Standards of behavior will be the same as those for any other school activity. Parents who are asked to chaperone a field trip should make other arrangements for their younger children. Only those children in the class that has scheduled the field trip will be allowed to attend.

### **Harassment/Bullying**

Harassment of students is prohibited. No person, including a district employee, agent or student shall harass or intimidate another student. Complaints of harassment or intimidation are handled according to the provisions on sexual harassment found in the school's policy handbook located in the school office.

State law requires a school district to notify the parent or guardian of a child who uses aggressive behavior, including bullying, at school. (105 ILCS 5/10-20.14) School Board policy prohibits students using aggressive behavior at school that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Bullying and aggressive behavior includes: the use of violence, force, noise, coercion, threats, intimidation, fear, name calling, teasing or other comparable conduct.

Nondiscrimination Coordinator: Kent Young, Supt 217.453.6639

Complaint Manager: Dan Ayer, Principal 217.453.2311

### **Homeless:**

Nauvoo-Colusa CUSD #325 does not discriminate against children who fall under the definition of "homeless." Homeless children are not segregated or stigmatized. The District, in keeping with the McKinney-Vento Homeless Education Assistance Act, provides services to homeless children. Services include free lunches, waivers or reduction of other fees, expedited enrollment process, transportation to appropriate education facilities, and information on where to receive services from outside agencies. Questions relating to the rights of homeless children should be addressed to the District's homeless liaison, Dan Ayer at 217-453-2311.

### **Homework:**

Homework is an extension of the learning that takes place in school. Parents can help their children by arranging a quiet, comfortable place for them to work and by seeing that assignments are completed.

Individual classroom teachers may have their own expectations concerning homework. Parents should consult their child's teacher to learn specific information about homework expectations. Whatever the grade level, students are expected to complete all homework assignments on time.

**Internet Usage:**

Students may have access to the Internet for various school projects. Internet usage policy will be distributed at registration, and parents and students will be asked to sign an acceptable use agreement. Internet privileges may be revoked in the case of misuse.

**Lockers:**

Students are provided with lockers to store coats and books. Students may bring locks to secure their belongings. A key or combination must be given to the principal/secretary. Lockers are school property and may be searched either routinely or when there is suspension of wrongdoing.

**Lost and Found:**

All lost and found items are placed in the office or other designated area in the school. Items not claimed by the end of the semester will be discarded or donated to a charitable organization. All personal items such as hats, mittens, coats, book bags, etc. should be clearly labeled with the child's name.

**Make-Up Work:**

The school provides make-up work for excused absences. **Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. Parents requesting work for students who are still ill at home should give teachers notice in the morning for work to be picked up in the afternoon.** When students plan to be absent for a family vacation, parents should notify the school at least one week prior to the planned absence.

**Medication:**

**Medication required by a student shall generally not be administered at school.** Only those medications that are necessary to maintain the student in school and must be given during school hours shall be administered. This policy refers to both prescription and non-prescription medications.

A licensed physician shall prescribe all prescription medication dispensed in the schools. Students who are recovering from a temporary illness or students on a long-term medication who require medication during the school day may bring medication to school following these guidelines:

1. A written order for prescription medication must be obtained from the student's licensed physician. The order shall include the information recommended by the Illinois Department of Public Health and the Illinois State Board of Education.
2. Medication must be brought to the school in the original package or container.

Prescription medication shall display:

- Student's name
- Prescription number
- Medication name/dosage
- Administration route/Directions
- Date and refill information
- Licensed prescriber's name
- Pharmacy name, address and phone number
- Name or initials of pharmacist

All non-prescription medication dispensed in the school shall be brought by the parent/student and stored in the office in a container to which the manufacturer's original label indicating the ingredients, and to which the student's name has been affixed. All medications administered at school require a parent to complete a

*Student Medication Authorization* form. The form is located in the official handbook distributed at registration.

Parents/guardians are responsible for removing unused portions of the medication at the end of the treatment regime. If a parent/guardian does not pick up the unused medication prior to the end of the school year, the medication will be discarded according to District policy.

Students who have chronic conditions such as asthma, diabetes or other conditions that require special care at school should have a 504 Plan on file. (Americans With Disabilities Act) Such plans are written to accommodate their needs. The building principal is in charge of 504 plans at the Elementary School.

**Music, Instrumental Lessons, & Band:**

All students at our school are enrolled in general music classes. The music program provides opportunities for students to develop music skills and a better understanding and enjoyment of music. The basic elements of music are presented to students through various experiences involving singing, playing instruments, listening, movement, expression, and music reading. Recorders are taught during the third grade year. Beginning in fourth grade students may elect to take instrumental lessons.

**Non-Discrimination:**

Nauvoo-Colusa CUSD #325 does not discriminate on the basis of color, race, national origin, gender or disability. Complaints of discrimination should be addressed to the building principal.

**Office Hours:**

The school office is generally staffed Mondays-Fridays from 8:00 a.m. to 4:00 p.m. throughout the school year. Phone calls should be made during office hours only. The office is closed for holidays during the school year. Alternate hours may be used during the summer months.

If you need to reach your child during school hours, please call the school and a message will be delivered. Please do not try to call or text their cell phones, as they are not allowed to use them during school hours.

**Parent-Teacher Organization (PTO):**

The Nauvoo-Colusa PTO has been highly involved in improving our school. All parents are automatically members of the organization and are encouraged to actively participate. Meetings are regularly scheduled. More information about meeting dates and times can be found in the PTO handbook distributed to each family at the beginning of the school year.

**Pets:**

No pets of any kind are allowed at school without permission in advance. Teachers may give special permission for pets to be brought to school as part of a special display or activity. On those occasions when pets are allowed, parents must bring the pet, stay with the pet at school and take the pet when they leave. Under no circumstances will a potentially dangerous pet be allowed at school. Pets are never allowed on the bus.

**Physical Education/PE Excuses:**

Physical education is offered daily. Please make sure your child has proper shoes for this class. If for some reason, a child is physically unable to participate in PE classes, the child's parent/guardian may sign an excuse indicating the reason for the excuse and the length of time for which it is valid. If a child is to be excused for more than five consecutive days, a doctor's excuse will be required. During the time a child is excused from PE, he/she will be unable to participate in recess.

**Playground:**

**School rules apply, as well as the following :**

- Swings: One at a time.
  - Don't jump out.
  - No standing
  - No underdogs
  
- Slides: Up the ladder, down the slide.
  - Go down the slide feet first.
  - Don't climb up the slide.
  
- Woodchips: Leave them on the ground. Don't throw them. Don't put them in your pockets and bring them into the school.
- Merry-go-round/Fire Engine/School Bus/Buck-a-bout: Don't go under. Wait your turn.
- Tunnel: No climbing on top of tunnels.
- **Keep the playground safe and clean!!!!**

**Recess:**

Weather permitting; students will regularly have outdoor recesses. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks. Playground rules will be enforced.

**Report Cards:**

Written report cards are distributed at the end of each quarter. You may receive other types of reports periodically throughout the year.

The District report card, which outlines how well the school is doing in several core areas, is published in the District newsletter whenever it becomes available from the state.

**Rules:**

The behavior expected from students is a combination of courtesy and safety considerations. There are only a few special areas that require the application of very specific rules:

**General Behavior**

The following types of conduct are never permissible:

- Fighting (If it *looks* like a fight, it *is*!)
- Defiance of school staff
- Use of profanity
- Bullying, including name calling, aggression, threats, etc.
- Possession or use of weapons, dangerous objects, tobacco, alcohol or any other controlled substance.
- Gambling or vandalism

**School Supplies:**

Each teacher will furnish his/her students with an exact list of supplies needed for the year. Remember that supplies must be periodically replenished, and parents are responsible for making sure that their children have adequate school supplies. An updated supply list is always available in the school office.

**Sexual Abuse Prevention Programs:**

The school may offer age appropriate programs to teach children how to recognize “good touch – bad touch”. Such programs are always conducted on school property during the regular school day. Parents will receive written notification of any sexual abuse prevention program. Parents have the right to have their children excluded from any program by making such a request in writing to the building principal.

**Solicitation:**

Neither students nor staff are to be solicited for money unless the principal has approved a project. Children should not attempt to sell items for organizations unless their leaders have received permission from the building principal.

**Special Education:**

Nauvoo-Colusa CUSD #325 provides a free appropriate public education to students with disabilities. (SC 14-8.02) The District provides identification, assessment and special education service to eligible children in accordance with SC 14-6.01 and provides behavior guidelines, policies and procedures in accordance with SC 14-8.05 and SC 10-20.33. The District can provide parents of students who are deaf, hard of hearing, blind or visually impaired with information about special state schools. Contact the District’s special education coordinator at 217-453-2311.

**Speech:**

During the first few weeks of school, the District’s speech and language clinician will conduct routine screenings to determine which students could benefit from speech and language services. All kindergarten students and students who are new to the district will automatically participate in the screening process. Students who have received speech services in the past and those who have been referred by a teacher or parent will also be screened.

If it is determined that a child requires speech/language services, the child’s parents/guardians will be contacted, and a conference will be scheduled. Questions or concerns may be addressed to the speech clinician or the building principal.

A portion of speech and language services may be Medicaid reimbursable. The school files for Medicaid reimbursement where appropriate.

**Student Records:**

The school maintains records on all students. Information included in these records may not be released without written parental consent. The Family Education Rights and Privacy Act (FERPA) and the Illinois School Student Records Act entitle parents/guardians certain rights with respect to the student’s educational records. A copy of these rights can be viewed at the school’s office.

**Study Skills:**

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- Come to class prepared
- Be an active participant in class
- Ask questions if you don’t understand
- Plan your day and schedule time for homework
- Use what is learned and apply it to new situations
- Strive to do the very best work possible

**Tardiness:**

Tardiness is a major problem at N-C Elementary. School starts promptly at 8:25 a.m., and all students are expected to arrive at school on time. Do not drop your children off at 8:25 on the dot. Give them time to hang their coats and get to the classrooms. A letter will be sent to parents regarding student arrival after four tardies per quarter. Students who are late create a disruption to the class, more work for the teacher and loss of instruction time for all students. Children who are late will make up lost class time during scheduled recesses. Parents are encouraged to schedule appointments outside of the regular school day. Parents, or designee, are to pick up their children within 15 minutes of the end of the school day. Failure to do so may result in the children being placed into the custody of the police department.

**Teachers:**

Nauvoo-Colusa CUSD #325 hires teachers in accordance with the guidelines set forth by the No Child Left Behind legislation. Parents have the right to request a teacher's qualifications. This request must be made in writing and addressed to the building principal. Parents will be notified when their children are being taught, for more than four consecutive days, by a teacher who is not considered "highly qualified" by No Child Left Behind standards.

**Telephone:**

The school district must pay long distance charges for all telephone calls outside of the 453- prefix. Therefore student use of the telephone is restricted. Students will only be allowed to use the telephone to make emergency calls. **Forgetting a basketball uniform, leaving homework on the kitchen table, and other student responsibilities are not considered emergencies, and must have teacher permission before a phone call is made.** Children will not be allowed to call home to arrange for friends to visit.

**Truancy:**

When a student is absent unexcused from school five times, the Regional Office of Education is notified. A letter is sent to the parent and student informing of the total number of absences and will allow the parents time to notify administration of any extenuating circumstances surrounding the absences. A physician will have to certify that a student is physically or mentally unable to attend regularly for any further absences to be excused.

**Toys and Other Personal Items:**

Children are discouraged from bringing toys and other articles from home. Any item brought from home must be clearly labeled with the child's name. Dangerous or disruptive items may never be brought to school and will be confiscated if they are brought. Parents and students should be aware that some items that are not especially dangerous under normal circumstances may be considered dangerous on a school bus. These items may include glass containers, skateboards or other large toys, and they may not be carried on the bus. The school is not responsible for loss or damage to these items and any other valuables brought to school.

**Video Surveillance:**

The school and buses may be equipped with video surveillance devices. This equipment is used to maintain the safety of students and staff. Warnings are posted throughout the building. Trespassing on school property is prohibited.

**Vision/Hearing Screening:**

Each year the District provides vision and hearing screening tests for students in preschool, kindergarten, second and fourth grades. Students who are enrolled in a special education class or who have been referred by a teacher will also be screened. This screening is mandatory. Parents who do not wish their children to be

screened must provide the school with evidence that an outside vision and hearing test has been completed within the previous 12 months.

**Visitors:**

All visitors, *including Parents who regularly volunteer*, are required to report to the school office upon arrival to the school grounds. For the safety of the students this policy will be enforced.

Parents must give the teacher/school a one-day notice. Parents wishing to talk to a student on the playground must check in with the office before talking to the child. *This is a safety issue.*

Children who are not enrolled in this school will not be allowed to visit. No matter how well behaved a child is, an additional child in the classroom is a disruption. **Requests to have children visit school will be denied.** Parents who visit or volunteer are asked to make other arrangements for their children who are not currently in school.

**Web Site:**

The District maintains a web site that has information about Board Meetings, calendars, menus, teacher/staff directories and other news items. This site can be accessed at [www.nauvoo-colusa.com](http://www.nauvoo-colusa.com). Students will never be identified on the web site for security purposes.

**Important Phone Numbers:**

- To report bus problems      Call your bus driver or 453-6639
- To notify school of absence 453-2311
- To talk to a child's teacher 453-2311
- To talk to the principal      453-6385
- For questions about physicals and immunization requirements      453-2311

**Staff Directory:**

School Board

Terry Knoke- President

James Boyles – Vice President

Michele Snyder- Secretary

Lane Sinele

Randy Douglas

Anthony Knipe

John Schwan

Superintendent – Kent Young

Elementary Principal – Dan Ayer

Secretary – Maureen Gnann

Curriculum Director – Maxine Dennison

Pre-Kindergarten – Valerie Fink & Angela McConnell

Kindergarten – Rebecca Haas

First Grade – Rena Rose

Second Grade – Peggy Winkler

Third Grade – Karen Nolte  
Fourth Grade – Rosie McKoon  
Fifth/Sixth – Brenda Adkisson & Tiffany Wibbell  
Physical Education – Lee Purchatzke  
Speech/Language –  
Resource Room – Kami Althar  
Title 1- Adele Litchfield  
Title 1- Susan Bray  
General Music – Joni Wilson  
Instrumental Music – Dennis Dowell  
Classroom Assistants  
    Gayle Radel  
    Shelley Bush  
    Shellie Piles  
Cook  
    Cindy Tripp, Head Cook  
    Nicole Rings