

Welcome

Dear Parent/Guardian:

This handbook is designed to help acquaint the student and parent with the school. Please read it carefully and review its content with your child.

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.

Many of the items included in this handbook are covered in greater depth in the school board policy manual. A policy manual is available in the school office.

Please contact the school if you have any questions.

Nauvoo-Colusa District #325 Mission Statement

Nauvoo-Colusa Junior High School strives to provide a positive, secure environment where dedicated professionals encourage ALL students to achieve their maximum potential. All students are accepted as equal and given the opportunity to receive an education which fits their needs, and which will help them find their places as productive citizens in a global society. Academic and critical thinking skills are emphasized and life-long learning is encouraged for ALL students.

DISTRICT #325 BOARD OF EDUCATION

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**Nauvoo-Colusa Junior High School
Box 308, 2461 N County Rd 1000
Nauvoo, IL 62354**

**STAFF & E-MAIL ADDRESSES ARE LISTED ON THE
SCHOOL WEBSITE
WWW.NAUVOO-COLUSA.COM**

Important Telephone Numbers

Unit Office/Bd of Educ/Transportation.....	(217) 453-6639
Unit Office/Bd of Educ Fax.....	(217) 453-6451
Elementary School	(217) 453-2311
Jr. High School	(217) 453-2231
Jr. High School Fax.....	(217) 453-6395

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BELL SCHEDULE

A-Day (M, W, Every Other F)		B- Day (T, TH Every Other F)	
8:15 – 8:30	Homeroom	8:15 – 8:30	Homeroom
1A 8:30 – 9:50	Class	1B 8:30 -9:50	Class
2A 9:55 – 11:15	Class	2B 9:55- 11:15	Class
11:20 – 11:50	Lunch	11:20 – 11:50	Lunch
3A 11:55 – 1:15	Class	3B 11:55 – 1:15	Class
4A 1:20 – 2:40	Class	4B 1:20 – 2:40	Class
2:40 – 2:50	Homeroom	2:40 – 2:50	Homeroom

EARLY OUT SCHEDULE

(12:45)

1 A/B	8:15-9:10
2 A/B	9:15-10:10
3 A/B	10:15-11:10
4 A/B	11:15-12:10
LUNCH	12:15-12:45

Problem Solving Procedures

As with any school system, problems will arise at Nauvoo-Colusa Junior High School. Communication is a vital component in successful problem solving. Many times discussing the situation with a friend is all that is necessary. In other situations, further measures are needed to solve the problem. Following the correct procedures can solve the problems faster. The suggestions below are offered for these situations. Use the order below. If the problem does not get resolved at the first source, contact the next source in line.

Academic Problems:

1. Talk to the teacher in private. Also, discuss it with a parent.
2. Counselor
3. Principal
4. Superintendent
5. Board of Education

Attendance Problems:

1. Teacher
2. Attendance Secretary/Counselor
3. Principal
4. Superintendent

Athletic/Activity/Hall/Lunch Room/Bus Problem:

1. Coach/Sponsor/Area Supervisor/Bus Driver/Counselor
2. If Athletics-Athletic Director
3. Principal
4. Superintendent
5. Board of Education

Personal Problems:

1. Talk with your parent/parents
2. Trusted Teacher
3. Counselor
4. Social Worker/School Psychologist
5. Principal

For Parents: When it becomes necessary to intervene to solve a student's problem, the following solution may facilitate a solution:

1. Be sure to get the facts. Try to see the whole picture.
2. Contact the school personnel with whom your son or daughter is having the problem first.
3. It is usually best to include your son or daughter in conferences with the teachers, counselor, administration and other school personnel to help find the solution.
4. Before you leave a conference, be sure you understand what is expected of you and your son or daughter and what the school staff will do.
5. It is best to set a time to meet with the staff member.
6. Parents *must* check in at office upon arrival.

SCHOOL CALENDAR

School Calendar will be distributed to students/parents within the first fifteen days of the school year. Additional copies of the school calendar can be obtained upon request through the building principal's office. End of year dates are tentative based on snow days.

ATTENDANCE

Regular attendance is critical to the successful completion of classes. Attendance is the responsibility of both the student and parent.

Under Article 26-1 Compulsory School Age - Whoever has custody or control of any child between the ages of seven and seventeen shall cause such child to attend some public school in the district wherein the child resides the entire time school is in session during the regular school term.

Under Article 26-10 Fine for Noncompliance - Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy and who knowingly and willfully permits such a child to persist in his/her truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor or shall be subject to not more than 30 days imprisonment and/ or fine of up to \$500.00.

The procedure to follow, whenever a student is unable to attend school for any reason, is for parent/legal guardian to phone the school office from 8:00 – 8:30 a.m. If you do not have a telephone, the student may bring a note from home the day following the absence. A parent has until 8:30 a.m. the following day to clear an unverified absence. **After 48 hours the absence becomes unexcused or truant.** **When a student returns to school after being absent, it is his/her responsibility to see each teacher to get assignments from the previous day(s).** * See section on make up work.

Absences – Excused & Unexcused

All absences from school can be classified under four headings: (1) Excused, (2) Pre-Arranged Excused Absences, (3) Unexcused, and (4) Truancy.

1. **EXCUSED** absences will be granted for (a) illness and/or medical appointment, (b) serious sickness in the immediate family, (c) death in the family, (d) observance of a religious holiday, and (e) weather related. Make-up work for credit will be permitted.

Type of absence	Proof for Excused Absence
Illness	Written note from parents. After 5 written notes for absences of any kind, a doctor's note is required for proof of an excused absence for an illness
Court Date	Verification document from courthouse
Counselor/Probation Officer Appointment	Verification document from counselor/officer
Doctor's appointment	Doctor's Excuse
Pre-arranged excused absences	Completed 24 hours in advance with parent contact and will be granted only by administration
Observance of religious holiday	Written note from parent explaining holiday—Pre-approved by September 1.

2. **PRE-ARRANGED EXCUSED** absences will be granted *only* by administration. Any absences other than illness need to be prearranged. Prearranged absences include: funerals, field trips, family vacations, college days, and school related activities. Parents/legal guardians must contact the school prior to the absence (**at least 24 hours in advance of the absence**) to obtain permission. Permission will not be granted after the absence has occurred. Students will be required to notify his/her teachers and complete work (if possible) prior to the absence. Students must first get parent, and office signatures before presenting prearranged forms to their teachers.

Administration reserves the right to deny a request based on conduct or time of the year. Pre-Arranged excused absences may be taken in half or full day increments. A full day's absence is considered as two or more class periods.

3. **UNEXCUSED** absences are those not outlined in 1 or 2. Pre-Arranged absences will be considered unexcused unless permission is obtained in advance of absence. A zero may be given on that day's class work for each class missed.
4. **TRUANCY** is willful and intentional absence from class or homeroom on the part of the student without consent or knowledge of the parent or guardian and school authorities, or chronic absenteeism with parental knowledge, but without good reason. A zero may be given on that day's class work for each class missed.

Tardiness

A student not in the room at the start of class is tardy. A student is considered tardy if less than 10 minutes late to class. If a student is more than 10 minutes late to class without an excused tardy pass, his/her absence will be recorded as unexcused.

If a student arrives late to class, it is his or her responsibility to present himself or herself to the teacher after class to make sure he/she is not marked absent. If the student does not and is recorded absent, the teacher may regard it as an unexcused absence.

Tardies will accumulate on a per semester basis. At the beginning of each semester a student's number of tardies will be reset to zero. First tardy will result in a warning from the teacher. Second tardy will result in warning from administration. Third tardy will result in one detention. Four or more tardies will result in a detention for each additional tardy.

Family Vacations

A student may have to be absent from school for reasons other than those considered excused. Students will be allowed to take a maximum of 1 family vacation per school year. Parental permission is required to begin the completion of the pre-arranged absence form to be approved and signed by administration. Forms are obtained in the office. The form indicates the reason and dates of the absence with the parent/guardian signature. This form is then taken by the student to each teacher for his/her signature, and after all signatures are obtained, returned to the office at least one day before the absence begins. Arrangements must be made in advance with each teacher for school make-up work to be completed. Students must be passing all classes to be approved for a family vacation. Family vacations should be taken before May 1 of each school year.

Illness During School

No students may leave school during the day unless he/she has permission from the office. A student who becomes ill during the school day should never spend the period alone in the restroom. The student should report directly to the classroom teacher who will refer the student to the office. If a student needs to leave school for any reason, he/she must report to the office (legal guardian/parents must give consent) and sign out before leaving the building.

Make-Up Work

A student who is absent due to illness will have, upon his/her return, one day in addition to the number of days missed to complete missed

assignments and activities. A student who is absent due to a field trip must have all work missed completed the next attended day. A student who is absent because of an overnight educational experience will have a reasonable period of time to complete missed assignments and activities. However, if a student receives a long-range assignment and is absent when it is due, a teacher can require that it be due upon the student's return. If a student is absent on the day of a test which was previously announced, and for which instruction and review were completed, before the absence, a teacher can require that the test be taken upon the student's return.

STUDENT INFORMATION

Registration Costs

Registration fee (K-8) \$45
Technology fee (K-8) \$10
Agenda book (7-8) \$7
Art fee (7-8) \$12
Vocational fee (per class) (7-8) \$10
Lock fee (7-8) \$1
Spanish workbook (7-8) \$10
Band – (5-8) \$15
Science (7-8) \$10
Sports participation fee (5-8) \$10 per sport
Lunch cost per day (7-8) \$2.35

Weapons

Any student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) knives, brass knuckles, or billy clubs; (3) any other object if used or attempted to be used to cause bodily harm, or (4) "look alikes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens are considered weapons if used or attempted to be used to cause bodily harm. . *See Discipline Policy

Cheating/Plagiarism

In line with the philosophy of Nauvoo-Colusa Jr. High School that high moral, ethical and educational values are of the utmost importance, the faculty and administration considers cheating of any kind very seriously. This includes but is not limited to plagiarism. This type of

incident will be dealt with in a strict and expedient manner.. *See Discipline Policy

Homeroom Rules

All students should bring at least one textbook, library book, or paperback book to homeroom. Any student coming to homeroom without a book may be instructed to return to his/her locker to get study materials. If the bell rings before the student returns, he/she will be counted tardy. All students will be in their assigned seats when the bell rings and will remain in their seats. No card playing. (See discipline policy)

Textbooks

Textbooks are furnished for a rental fee. The 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 published at that time. Textbooks are issued to students at the beginning of the year and at the start of the second semester. Once the teacher issues the student a book, the student is responsible for the upkeep and overall appearance of the book. If a book is lost, misused or damaged beyond reasonable wear, the student shall replace the book. Cost for replacing the book depends on the cost to the district. Student who are eligible for free and reduced lunch will have textbook rental fees waived. Parents must complete an application for free/reduced lunch. Forms are available in the school office.

School Dress

The dress and appearance of students is the responsibility of parents and students. Dress and appearance must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. *See Discipline Policy

All students, male and female, will be required to wear shirts with sleeves that cover his/her shoulders. No student will be allowed to wear shirts with straps, tank tops, one-shoulder shirts or any other sleeveless shirt. No visible underclothing or cleavage. Skirts and shorts shall extend to the wearer's fingertips when standing with arms to their sides. No bare backs or midriffs. "No bare midriffs" means if you raise your arms and the stomach or back shows, the top is unacceptable. If in the judgment of school officials, modes of appearance are vulgar, offensive in any nature and disruptive to the learning environment, the parents will be notified and students will be required to change. The staff at Nauvoo-Colusa Jr. High School is prepared to send any student found in violation of the policy to a predetermined location to put on proper attire. The student will be required to wear one of our T-shirts for the entire day. If a student refuses to change, the parents will be contacted and further disciplinary action will follow. **Book bags and purses are not to be brought to class or homerooms.** Hats are not to be worn in the building during school hours.

Excessive Show of Affection

Displays of affection which are not appropriate for public places, make other people uncomfortable, show poor judgment, or demean the individuals involved should not be conducted. Students should demonstrate respect for themselves and others by governing themselves in a manner appropriate for a public place. Holding hands is acceptable
*See Discipline Policy

Bus Information

The district regulations are as follows:

1. You must live 1½ mile or more from school or the pick-up point, in order to be eligible for regular transportation service.
2. School bus transportation is for students to ride to and from school.
3. Bus service for activities is not included in regular transportation services.
4. The loss of bus-riding privileges is no excuse for being truant.

We expect to operate school every day during the school year calendar. On rare occasions, however, a severe storm may require school to be dismissed if roads are generally blocked. ***When the school has been closed, this information is called to radio stations--Country 103, WCAZ, KBKB, and KOKX and TV channels 7 and 10 and is announced by 7:00 a.m. Our district is No. 325.***

Transportation Regulations/Safety Procedures

Students, parents/guardians, bus drivers, and school officials must work together to provide for the safe transportation of students. School buses are considered to be an extension of the classroom and shall be treated as such. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering, and riding district transportation

Students who fail to observe the district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including the disciplinary point system observed by the school district and/or suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situation to administration as soon as possible.

1st offense – will result in a warning and the student shall be allowed to ride the bus on a probationary basis. The parent/guardian shall be notified of the incident by the bus driver.

2nd offense – shall result in a suspension from the bus for up to 10 school days, after a conference with the student and administration. The administration shall notify the parents of the offense and the meeting.

3rd offense – any student who has been reprimanded for the third time shall be suspended from riding the bus for the remainder of the school year.

Anyone causing damage to a bus will be expected to pay for the damage and will lose their bus privileges until the damages are paid in full. *See Discipline Policy

Safety drills will be conducted twice a year. Bus safety rules will be distributed to the students during the first week of school.

District transportation policies and reimbursement eligibility is available upon written request to the District Office following the guidelines of the Freedom of Information Act.

Electronic Devices/Cell Phones/CD Players/Lasers Etc.

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. Cell phones must be kept in lockers and not carried with the student. **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 pickup the electronic device.** *See Discipline Policy

School Sign/Non-Curricular Literature Policy

All signs must be approved by the principal before being displayed.

Visitors Policy

All visitors must register in the office when entering the building. Student visitors will not be permitted. School visits by parents are welcome. A parent visit must be scheduled through administration with a 24-hour notice of the request.

Vending Machines

Vending machines are provided in the cafeteria. Students may use the machines before and after school hours. All cans, and other items should be deposited in designated containers. No refreshments are allowed outside the cafeteria unless given permission by NCHS staff.

Vending machines are not to be used between classes or during lunch periods. Food should not be stored in lockers.

Telephone Messages/Usage

Telephone messages will be taken in the office and delivered to the students. Students will be permitted to use the phones in the office only for emergencies. Forgetting items is not considered an emergency. No student will be called from class unless an emergency exists. Please plan ahead.

Report Of Injuries

A student who receives an injury at school or at any school sponsored activity must report the accident, no matter how minor, immediately to the teacher, coach or supervisor in charge at the time of the injury. This is important for insurance purposes. If medical treatment is necessary, the accident should be reported immediately to the office, which will make arrangements for treatment and filling out the necessary student accident forms. The teacher, coach or supervisor must complete an accident report for each incident. This report is kept on file in the office.

Disaster – Fire, Tornado and other Emergencies

Emergency procedures are posted in all classroom and offices in the school. Each classroom will have specific directions for students to follow for whichever emergency procedure is necessary. Teachers will explain these procedures to each class at the beginning of each semester. Students should make it a point to know and understand the procedures involved with the rooms that they will be in.

Fire Drills are conducted three times a school year in the months of September, October, and April. Other severe weather drills are conducted throughout the school year. Tornado disaster drill is held during the first week in March. School safety plans are on file at the district office.

Valuable Property

The school district is not responsible for any lost or stolen materials.

Lockers and Padlocks

Lockers are school property. The school retains ultimate control of all lockers, including student lockers, and said lockers are subject to search to prevent school lockers from being used in illicit ways or for illegal purposes. The school reserves the right to inspect all lockers at all times to detect health or safety problems or violations of school rules or the law. Students are not to share lockers or use more than one locker. All students will be issued combination padlocks for their hall lockers. It is strongly recommended that they use them. Students will pay \$1.00 for rental. If the lock is lost or is broken, the student will pay to have it

replaced. All students must have combination locks and all combinations must be recorded in the office. This is done in order that the office personnel may have access to the student's books in case of absence from school and a need arises to have books and materials sent home.

Lost and Found

Our school maintains a lost and found department in the school office. Students who find articles lost by others should take them to the office immediately. Owners of lost articles should also claim them as soon as possible. All unclaimed articles are held in the office a reasonable length of time and are turned over to some charitable organization if not claimed.

PE Policy

If a student has an injury restricting physical exercise, a doctor's excuse must be on file in the office and a copy given to the teacher to waiver PE activities.

Extracurricular Activities

For the purposes of this policy, "extracurricular activities" shall include all school-sponsored or school-related activities which take place outside the regular school day and which do not result in or affect a grade for student participation. As members of the Illinois Elementary School Association, the rules and regulations of these organizations, as well as the State Statutes, will govern the participants in our activity programs. Students should become familiar with these regulations.

Conduct Code for Participants in Extracurricular Activities

The Superintendent or a designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code and student athletic agreement for all participants in extracurricular activities consistent with Board policy and the rules adopted by the and Illinois Elementary School Association. Participants shall be notified that failure to abide by them could result in removal from the activity. The conduct code shall be reviewed by the Building Principal and Athletic Director at his or her discretion and presented to the School Board. All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. Participants will sign the agreement and it will be kept on file at the school.

Academic Criteria for Participation in Extracurricular and Co-Curricular Activities

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses.

Eligibility process will follow as outlined in the student athletic agreement.

In addition:

Student participation in School Board-approved extracurricular athletic activities is contingent upon the following:

1. The student must attain the academic standards set forth in the Board Policy on Extracurricular and Co-curricular Activities.
2. Written permission must be given by the parent(s)/ guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. A physical examination of the student must be conducted by a physician and an accompanying written statement assuring that the student's health status allows for active athletic participation must be submitted to the District.
4. 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.
The Superintendent or a designee shall maintain the necessary records to ensure student compliance with this policy.
5. In order for a student to attend non-graded field trips that occur during the school day, the student must be earning a passing grade in all classes.
6. Students are not to remain in the school building to wait for a practice or game unless they are under the supervision of a staff member.

Special Activities/Athletic Contests

1. School rules apply for all school activities/extracurricular activities/dances, home and away.
2. Students are not permitted to leave the activity (school building) and then return without permission of administration or sponsor. It is assumed that the student who leaves the activity is doing so with parent's permission.
3. All organizations shall be under the control of the faculty, who shall act as sponsors.
4. All activities shall be held on premises unless otherwise permitted by administration.
5. All activities must be scheduled at least 2 weeks in advance.
6. All activities must be planned under the supervision of the sponsor or administration.
7. All parties and/or dances shall close at 10 o'clock unless otherwise permitted by administration.
8. Invited guests of students must conform to items 1, 2, & 3 above. Each student is responsible for the conduct of his/her guest and will be held accountable for his/her behavior.

Scheduling of, and Participation in, Extra-Curricular Activities

The general rule to keep in mind is that if school is dismissed early or closed due to adverse weather, activities such as practices and games will be cancelled. There may be special circumstances involved (such as tournaments, etc.), which cannot be cancelled. In that instance, only those participants whose parents feel it is safe in their area should report for participation. The above holds true for any practices. Sometimes in the winter it is possible for school to be closed for an extended period of time due to ice, snow, etc. On a day there is no school because of adverse winter weather conditions, a student/athlete may participate in a practice **only** if he/she is brought to the gym by a parent. A brother or sister may not bring the student/athlete to the practice. Student/athletes may car pool with a parent other than their own. The coach will be responsible for enforcing this requirement. Failure to follow this requirement will result in **no** practice being held during snow days.

1. Missed practices or missed contests due to weather are excused absences and are actually encouraged if the parents feel the student should remain at home due to the roads in their area.
2. School Bus: We expect the participant to ride the team bus both to and from the contest. The only exception to this rule, except in special instances that might occur, is that on a trip home the participant will be permitted to ride home with his/her parent(s) or legal guardian. To do this the parent will sign a release form for each contest. Guidelines for the parent signature will be established by each coach/ sponsor. The parent or legal guardian must sign. Relatives and siblings will not be allowed to sign in your behalf. In the cases when a parent wishes their son/ daughter to ride with another participant's *parents*, a note is to be sent to administration or athletic director, along with a phone call from the parent requesting this arrangement. Participants will not be permitted to ride home with boy friends, girl friends or other students.

Lunch Procedures

1. The south door to the lunchroom will be closed and not used for entrance during the lunch periods.
2. There will be a sign up sheet for the salad bar/extra sandwich list located on the cafeteria counter. Students must go to the cafeteria between classes and sign the chef salad list by 10:00 a.m
3. If a student does not have a lunch card OR if a student does not have sufficient funds in his/her lunch account, then the student must sign a list by the cashier and go to the end of the line. A peanut butter sandwich will be issued until lunch account has a positive balance.

4. Students may pay on their lunch accounts in the cafeteria before school or at lunch. In regard to checks in payment of lunch accounts, the total amount of the check will be applied on the account and no change will be given. If payment is made in cash, change will be given only if it is accompanied by a notice from the parents stating that only a portion is used for lunch and the balance should be returned to the student.
5. Account balances will be mailed home with each report card.

A REMINDER FROM THE COOKS - Pursuant to Illinois State Law there is to be no one but kitchen personnel in the kitchen area at ***ANY TIME***.

Meal Prices will be provided at time of registration.

Student Fees

School Fees will be provided at time of registration as approved by the board of Education. Applications for fee waivers may be submitted by a student's parent/guardian. Application forms are available from the building office. Applications for free and reduced lunch are available in the district and building offices.

DISCIPLINE

Effective discipline is necessary if a school is to function in the most constructive manner for all students. Through good discipline and self-control, the student can work with the school to form a productive partnership. Off campus discipline includes action at activities that show a relationship to school and personnel.

Good discipline requires teamwork and is the combined responsibility of students, parents/guardians, and staff. The State of Illinois in section 14-8.05 of the ILCS gives permission for all school staff to maintain safety and discipline in the school building and on school grounds both during school hours and at after school activities even in the absence of parents and guardians. Teachers in this district are given the authority to supervise and discipline students during the school day and at school-sponsored events.

Any violations of the school discipline policy by a student will be maintained in that student's temporary file and will be taken under consideration if any subsequent infraction or violation of the same rule occurs as long as that student is enrolled in Nauvoo-Colusa Junior High School. When a student is suspended, expelled, or withdrawn while facing a suspension or expulsion, the school refuses that student's access to facilities or any activities or function.

Safe School Reporting Mandates

In order to provide a safe, disciplined, and substance -free school, school personnel will be obligated to report any conversation heard

directly or indirectly about child abuse or neglect, health and safety issues, or criminal activities to the administration.

Confidentiality Statement

In order to provide a safe, disciplined, and substance-free school, students will be obligated to report any conversation heard directly or indirectly about child abuse or neglect, health and safety issues, or criminal activities to the administration, teachers, counselors, or staff.

Misconduct Point System

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. The administration has the right to modify the misconduct points system on an individual basis.

Misconduct Points

Causing a disturbance in classroom or hallway	5-10
Failing to follow proper attendance procedures	5-10
Non-defiant failure to follow directions	5-10
Using abusive language/General profanity	5-10
Violation of dress code	5-10
Gambling	5-10
Public display of affection	5-10
Skipping one or more class periods/homeroom ♦	5-10
Leaving school property when cutting class ♦	5-15
Possession or use of an invalid hall pass	5-15
Defiant failure to follow directions or complete assignments	5-15
Lying to faculty, staff, or administration	5-15
Display or use of disruptive devices (e.g.: cell phones, personal CD players, laser pointers, etc.)	5-15
Missed detention	5-15
Being off campus	5-15
Loitering in restrooms, hallways, parking lot, or other unauthorized area	5-15
Cheating on class work or homework	10-20
Disrespect/insubordination	10-30
Forging notes or misrepresenting phone calls	20
Hazing/Harassing/Bullying	20
Internet abuse/misuse	20
Possession of tobacco products	20
Cheating on test or quiz	20
Refusing assigned discipline	20
Making threats	20

Fighting/ physical abuse of students	30
Bus vandalism/defacing school property/theft (less than \$150)	30
Gross insubordination	30
Intimidation/harassment of student or staff	30
Profanity directed at staff	30
*Using/possessing an illegal substance (drugs, look-alike, alcohol) (1 st offense only)	40
*Using/possessing drug paraphernalia (1 st offense only)	40
Violation of any provision of 5/10-22.6 of the Illinois School Code including, but not limited to:	
Arson	60
Assault/battery	60
Bomb threat	60
Extortion	60
False fire/disaster alarm	60
Possessing/using/transferring dangerous weapon (or look-alike)	60
Possessing/using explosive device	60
Theft/vandalism (over \$150)	60
Bodily harm to faculty/staff/ administration	60
**Using/possessing an illegal substance (drugs, look-alike, alcohol)	60
**Using/possessing drug paraphernalia	60
* If the student chooses to enroll in and complete substance abuse counseling, at student expense, 40 points will be issued.	
** If the student chooses not to enroll or complete substance abuse counseling, 60 points will be issued.	

Consequences

Discipline	Accumulated Points
Verbal warning by administrator	5
1 Detention	10
2 Detentions	15
3 Detentions	20
After 20 points --student meets with school counselor	
1-3 Days Behavior Management Classes	25
1-3 Days Behavior Management Classes	30
1-3 Days Behavior Management Classes	35
1-5 Days Out of School Suspension	40
1-5 Days Out of School Suspension	45
3-10 Days Out of School Suspension	50
After 50 points—student meets with school counselor	
3-10 Days Out of School Suspension	55
Expulsion Hearing (in addition to 1-10 Days Out of School Suspension)	60

Note- Discipline points will continue to accrue for the entire school year.

A student may request a community service project in order to reduce his misconduct points to be approved and arranged through administration. This option may be used once per school year

Behavior Management Class

When a student earns 25-35 points, he/she will be assigned to Behavior Management classes. Behavior Management classes will be assigned in full school day units. The student will be given materials addressing managing one's own behavior and/or character education. The student must produce assigned work to demonstrate understanding of the assigned materials. If the student refuses assigned work then another day of behavior management classes may be assigned or the student may be given an out-of-school suspension.

Detention Rules for After School

Detention is assigned for various violations of classroom and other school rules. Detentions will be assigned by teachers and/or administration. **Detentions will be 45 minutes in length and will be served after school in detention hall on Tuesday, Wednesday, and Thursday after school.** Detention hall will be assigned in a classroom with a teacher on duty. Failure to serve detention on the day or days assigned will result in two detentions for every one missed and points assigned.

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 while serving detention or detention cannot be served.
 5. The student will report to the detention area before 3:00 or he/she will not be admitted.
 6. The student will vacate the building immediately after serving detention.
 7. Students will not talk to other students while in detention.
- Violations of these rules will result in additional corrective actions such as added detention days, behavior management classes or out-of-school suspension(s).

Detention Room Rules

1. Must be in room before the bell rings or not admitted.
2. Sit quietly and properly.

3. No sleeping.
4. Must have school-related material and be working.
(Library book and reading OK)

IF RULES ARE NOT FOLLOWED: (once in room)

1. Given one warning to change behavior.
2. Upon second instance sent home.
3. Five points will be given for inappropriate behavior; plus day not served will be served over.

Suspension – Rules for Out-of-School

Removal of a student from school for a specific number of days will not exceed ten (10) school days for any offense. **A student on out-of-school suspension is not permitted to attend any school activities or be on the school grounds for the duration of suspension.** The teacher has the discretion to allow make up work for the days suspended.

Required Notices

A school staff member shall immediately notify administration in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, administration or designee shall immediately notify a local law enforcement agency and, if a student is reportedly in possession of a firearm, also the parent(s)/guardian(s). The Superintendent or designee shall notify the Department of State Police of any drug-related incident or battery of a staff member.

Delegation of Authority

Each teacher and any other school personnel, when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or behavioral management classes, which is appropriate and in accordance with the policies and rules on students behavior. Teachers, other certified educational employees, and other persons providing a related service for, or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Principal, or designee are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus up to 10 consecutive school

days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the school bus in excess of 10 days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. This handbook is only a summary of board policies governing the district. Board policies are available to the public for viewing in the building or district offices. *Handbook amendments may be made during the year without notice. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents and guardians within 15 days of the beginning of the school year or a student's enrollment.

Safe & Drug Free School Policy

Nauvoo-Colusa Junior. High School prohibits the use of drugs including tobacco products and alcohol on school property or at school sponsored activities in accordance to the Safe and Drug-Free and Communities Act of 1994 (20 USC 7701)

Suspension Procedures

The Superintendent and building administrators shall have the authority to suspend a student from school or impose a bus suspension for a period not to exceed ten (10) school days for gross disobedience or misconduct, as those terms are defined in the discipline policy. Year-end suspensions may be carried over to the following school year

The suspending official may impose an emergency suspension when he/she determines that an emergency exists. When an emergency suspension is imposed, the requirements set forth in paragraph 1 below shall be followed as soon as practicable.

Before a student may be suspended or a bus suspension may be imposed, the following procedures shall apply:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given a chance to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or any ongoing threat of disruption to the educational process.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall

state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of the notice shall be given to the School Board.

4. Upon request of the parent(s)/guardian(s), a review of the suspension will be conducted by the School Board or a hearing officer appointed by the Board. At the review the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion Procedures

The School Board shall be authorized to expel a student from school or to impose a bus expulsion for a period of time exceeding ten (10) school days upon finding that the student has been guilty of gross disobedience or misconduct. If the Superintendent or a designee determines that a student has been guilty of a violation, the Superintendent or designee shall initiate expulsion proceedings. If the Superintendent or designee determines that the student is guilty of any other violation of the appropriate discipline policy and that suspension is not an adequate remedy, the Superintendent or designee shall be authorized to initiate expulsion proceedings. The Superintendent or a designee shall initiate expulsion or bus expulsion proceedings by applying the following procedures:

1. The Superintendent or a designee shall give the student oral or written notice of the charges which constitute the student's gross disobedience or misconduct and a summary of evidence which supports such charges, unless the same have already been done by administration before a suspension was imposed pursuant to the terms of Board Policy.
2. If the student denies the charges, the Superintendent or a designee shall give the student an opportunity to explain the incident.
3. The Superintendent or a designee shall consider whether the student is disabled within the meaning of the Individuals with Disabilities Education Act, 20 U.S.C. 1401 et.seq. or under Article 14 of The School Code and the Special Education Regulations, 23 Illinois Administrative Code, 226.552. If it is determined that the student may be disabled but has not been so identified, a case study evaluation shall be initiated. If the student is not disabled, the Superintendent or a designee shall proceed to paragraph 5 below.
4. If the student is disabled, a multidisciplinary conference shall be held to determine whether the student's gross disobedience or misconduct is related to the student's disabling condition. Following this determination, a conference to review the student's

Individualized Educational Program (IEP) shall be held to determine if the current placement is appropriate. The student shall not be subject to expulsion for gross disobedience or misconduct, which is related to his/her disabling condition. If misconduct is determined to be related to the disabling condition, the IEP conference participants shall determine whether a change in placement should be made. If the misconduct is determined to be unrelated to the disabling condition, the student may be disciplined in accordance with this policy, but in no case shall the District cease providing special education and related services. The following procedures shall be followed:

- (a) All rights of the student and his/her parent(s)/guardian(s) under Article 14 of *The School Code* and Special Education Regulations are applicable.
- (b) The persons attending the multidisciplinary conference must include appropriate members of the faculty and staff familiar with the student's disability and knowledgeable about placement options.
- (c) The persons attending the multidisciplinary conference shall consider all information and shall determine whether the student's gross disobedience or misconduct is related to the student's disability. The persons attending the IEP conference shall determine whether the student's current IEP is appropriate, and whether the placement is appropriate, and whether the placement should be changed.
- (d) A written record of the conference must be kept.
- (e) If the multidisciplinary conference participants determine, after considering all the information, that the gross disobedience or misconduct is not related to the student's disability, the expelling official may proceed with the expulsion process, but in no event may the District cease providing special education and related services. An IEP conference will be convened to address the means to provide those services to the student.
- (f) If the faculty and staff attending the multidisciplinary conference determine that the gross disobedience or misconduct is related to the disability, members of the IEP team must consider a different placement or revised program.
- (g) Following the conference, a written notice shall be sent to the student's parent(s)/guardian(s) informing them of the date, time and place of the conference (if they did not attend); the names of the persons who attended the conference; the sources of information used in reaching their decision; the decision regarding the relationship between the student's disability and behavior; and notice of the rights of a due process hearing to contest the decision made at the conference.

- (h) In the event the parent(s)/guardian(s) file a request for a due process hearing, during pendency of those proceedings, the student's educational placement shall not change, unless the student's parent(s)/guardian(s) and the District agree. However if the student's misconduct involved bringing a firearm to school as defined herein, then the District may change the student's placement on a temporary basis as may be permitted by the Individuals with Disabilities Education Act. If the student's misconduct does not involve a firearm, but the Superintendent determines that in his/her current educational placement, the student is a danger to himself/herself or others, the Superintendent shall be empowered to remove the student as is otherwise provided in this policy, and, if necessary, to seek review of the placement decision as is provided by law. In such event the Superintendent shall also immediately contact legal counsel and the Director of Special Education to prepare for legal proceedings necessary to effectuate the student's removal from school, pending final resolution of a special education placement decision hearing.
5. In the event the Superintendent determines that formal expulsion proceedings are required, the Superintendent, in consultation with the Board President, shall appoint a Hearing Officer to administer the expulsion proceedings or fix a time and place for said proceedings to be conducted by the School Board. The hearing officer shall be an attorney when, in the judgment of the Superintendent, the hearing will likely involve technical legal matters.
 6. The Board or the Superintendent shall send written notice to the student's parent(s)/guardian(s) by registered or certified mail, informing them of the proposed expulsion and the impending hearing, stating the reason(s) for the proposed expulsion, and informing them of their right to appear and present evidence to refute the charges against their child.
 7. The only persons allowed at the hearing shall be the parties, their representatives, their witnesses, members of the Board of Education, and a representative of the Department of Mental Health and Developmental Disabilities, if appropriate.
 8. The hearing shall be conducted by the Board or by a Hearing Officer, as the case may be. The hearing may proceed at the discretion of the Board President, or if one is appointed, the Hearing Officer, in the absence of any party who, after due notice, fails to present.
 9. The rules of evidence shall not be applicable during the hearing.
 10. If the hearing is before a Hearing Officer, the Hearing Officer shall submit to the Board a written summary of the evidence adduced during the expulsion hearing, except this shall not be necessary if a quorum of the Board of Education is present at the hearing, and

will determine the facts from their own hearing of the evidence. The Hearing Officer shall submit finding(s) and recommendation(s) to the Board upon request of the Superintendent. The summary, and if requested, finding(s) and recommendation(s) shall be submitted to the Board as soon as possible after the hearing is concluded. A tape recording of the meeting shall be made by the District whether or not a Hearing Officer is appointed. Such tape recording shall be retained by the Board Secretary as a part of the proceedings, together with all documents, or evidence submitted at the hearing.

11. Following the hearing conducted by the Board or upon receipt of the Hearing Officer's summary, and if requested, finding(s) and recommendation(s), The Board within ten (10) school days thereafter, shall take whatever action it deems appropriate to include alternatives to expulsion. The Board's decision shall be in writing with a copy being furnished to the student's parent(s)/guardian(s). The decision shall specify the finding(s) upon which the decision is based.

The Board shall consider the following elements when formulating punishment:

1. The seriousness of the student's conduct;
2. The history or record of the student's past conduct;
3. The likelihood that such conduct will affect the delivery of educational services to other students.
4. The severity of the punishment.
5. The interests of the student.

Expulsion Alternative

A student who is guilty of gross disobedience or misconduct which would otherwise warrant the student's expulsion because of some alcohol or drug-related offenses may instead participate, together with his/her parent(s)/guardian(s), in a 10 hour alcohol and drug program conducted by the Hancock County Health Department (or any other organization approved by the administration) in cooperation with the District. To be eligible for this program, the following conditions will apply:

1. The student must admit that he/she was guilty of buying, using, or possessing alcoholic beverages or illegal drugs as defined by Board Policy 7.190, Student Discipline. Students guilty of distributing or selling alcoholic beverages or illegal drugs are not eligible for the expulsion alternative.
2. The offense is the first such offense committed by the student.
3. A suspension in or out of school up to 10 days will be imposed upon the student.
4. The student will be placed on social probation for no less than 60 school days.

5. The student's parent(s)/guardian(s) shall sign a consent form for the student to participate in the program and shall agree to be responsible for any fee assessed by the organization for its services.

Substance Education Group Participant Agreement

The Substance Education Group is designed to educate participants about the physical and psychological effects of substance abuse and to encourage an increased self-awareness.

Requirements:

1. The school requires each person to participate in a substance abuse counseling program, which will be recommended by the Hancock County Mental Health Center following an intake screening. This is accomplished by attending the recommended sessions. I agree to attend these sessions.
2. The school requires each person to pay any costs connected with this counseling. The fee is based on the recommended program, which I agree to pay prior to participation in the group.
3. State law requires that any person under 18 years old must have parental permission in writing prior to participation in counseling. For this reason, each participant under 18 must have a parent or guardian's signature on the required forms in his/her file prior to participation in the group.
4. Attendance is mandatory. If the first session is missed, the participant will be taken out of that group. It will be up to the school to decide if the person may enroll in a future group or if some other alternative must be sought.
5. Counseling must be initiated within 30 days of the incident. I agree to contact both the school /administration and the agency/counselor prior to the meeting time if I am unable or unwilling to attend. Failure to make this contact constitutes an "unexcused absence."

Excused absences must be made up by completing that session of 1 hour and 15 minutes, plus an additional hour for each session missed. Make-up work will be arranged on an individual basis with the group facilitator.

Group starts when all members are present. If some group members are absent, at 15 minutes after start time, group will begin and those not yet present will be considered "absent," even if they come in later. Group will meet for 1 hour and 15 minutes, regardless of start time.

Disqualification:

1. Failure to complete any of the above requirements.
2. One or more unexcused absence.

3. Alcohol and/or drug use prior to or during group sessions.
4. Disruptive or aggressive behavior toward the facilitator or other participants.
5. Violation of confidentiality of information shared by others in the group, including their identities.
6. Failure to sign this agreement.

Notification:

Appropriate sources will be notified of those completing, disqualified, or failing to complete the group.

I understand the above requirements. I understand that if I am disqualified or fail to complete the program, there will be no reimbursement of fees and the school and my parents shall be notified.

Participant /Parent (s)/guardian (s)/ Group Facilitator signature / date

Student Rights in Disciplinary Actions

To ensure that the student receives treatment consistent with the fundamental requirement of due process, student suspension or recommendation for expulsion must be made in accordance with the following procedures.

A. Suspension

A student must be given the opportunity to present information on his/her own behalf prior to suspension. The suspension shall be reported by telephone to the parents or guardians of each suspended student. The Board of Education, through the superintendent of schools or Principal, shall notify the parent or guardian through the U.S. mail or by personal delivery. A copy of the letter will be sufficient notification to all others. If the situation is such that the physical well being of the student, other individuals, or the property of the school district is in jeopardy, then the student may be suspended immediately and given an opportunity for a hearing within 24 hours.

1. The letter shall give full statement of the reasons for the suspension and notice to the parents or guardians to their right to a review of the suspension. The procedure for review shall be as follows:
 - a. All requests for review shall be made by the parent or guardian within five days after the receipt of notice of suspension and shall be made to the person ordering the suspension.
 - b. The parent or guardian requesting the review shall appear and discuss the suspension. Such a meeting shall be held within five days after receipt of the request.

- c. If, after the initial review, the parents or guardians seek further review, administration shall meet with concerned parties to review the suspension. The parent or guardian must request this review with two days of the initial review.
 - d. The superintendent may be requested to further review the suspension, if, after the Principal's consideration, the parents or guardians seek further review. The parent or guardian must request this review within two days of the review with the Principal.
 - e. A parent or guardian, once having appealed to the superintendent, may request a review by the Board of Education. Such request will be made to the superintendent in writing. The parent or guardian must request this review in writing to the superintendent within two days of the review with the superintendent.
2. A student shall be reinstated after suspension only by administration or a designated representative. Further continuance in school is contingent upon conduct of the student being consistent with what is expected of good school citizens. Reinstatement shall occur only after a parent conference, which may include the appropriate school personnel.

B. Expulsion

Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at a meeting of the Board of Education, or to meet with a hearing officer appointed by the Board to discuss their son's/ daughter's behavior. The Board, or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the Board, he shall report to the Board a written summary of the evidence heard.

A student may be re-admitted to school after expulsion only by official action of the Board of Education. Such reinstatement should occur only after the Board of Education, the Dean of Students, and the Superintendent are satisfied that the student intends to correct the situation, which led to expulsion

ACADEMIC INFORMATION

Requirements For Admission

The student must have completed sixth grade or the equivalent. Home-schooled students will be given an examination upon enrolling to

determine grade placement. A residency form must be completed. Tuition rates are available upon request through the district office.

All first-year students are required by law to furnish the school with a certificate of health the day of fall registration. Any doctor, preferably your family physician, may make the physical examination. Forms for the examination may be secured from the Jr. high school office, or from the Superintendent or the Regional Office. Plan to get the certificate of health completed during the summer. A student will be excluded from school unless a health examination has been turned into the school. Every student shall have proof of a health examination and immunizations as the Illinois Department of Public Health shall require by current rules.

Curriculum

Nauvoo-Colusa CUSD #325 strives to provide a curriculum that is free of bias in color, gender, race, religion, ethnicity, socio-economic, and disabilities. Parents have the right to review textbooks/instructional materials under 20 U.S.C. Section 1232h upon written request to administration following the guidelines of the Freedom of Information Act.

Under 20 U.S.C. Section 6311h6: parents may request in writing a student's teacher qualifications. A student's achievement level in each State academic assessment will be distributed to each student annually. Parents will be notified by the school when a student has been taught by a teacher who is not highly qualified for four or more consecutive weeks.

Student Schedule Changes

Students will have **five school days** at the beginning of each semester to change their schedules. All changes must be made through the counseling office by getting a drop/add slip and having it signed by parent/guardian, counselor, and by both the teacher whose class is to be dropped, and teacher whose class is to be added. Exceptions are made for those meeting the homeless criteria.

Report Cards

Grades are received at the end of each nine weeks. Mid-term progress reports are provided at the end of the first four weeks of each grading period. Parents of students doing unsatisfactory work are urged to meet with the teacher involved. Normally, mid-term reports are mailed on the Wednesday following the end of the fourth week. All grade cards will contain the total number of days absent. At the end of the school

year, each student's official grade card is affixed to his/her permanent record card.

Grading Scale

Below is the Mandatory School-wide Grading Scale. 100-90 A, 89-80 B, 79-70 C, 69-60 D, and 59-0 F

Promotion

7th and 8th grade promotion requires all academic classes to be passed. Failure of the academic classes of Math, English/Language Arts, Science, or Social Studies would require the completion of summer school.

Honor Roll

Honor roll is announced each nine-week period with students having 3.00 or better grade point average.

Honors are figured as follows:

High Honor Roll shall include any student who maintains a 3.5 grade average with no grade below a B in any academic subject and no grade below a C in P.E. or Band/Chorus.

Honor Roll shall include any student who maintains a 3.0 grade point average with no grade below a C in any subject.

Students must be enrolled at Nauvoo-Colusa for a minimum of ½ of their school day in order to be eligible for honor roll.

STUDENT SERVICES

Guidance

Guidance is a fundamental and essential part of the total curriculum at N-C JR. HS. Our counselor is available to any and all of our students. Parents, as well as our students, are encouraged to work with the school through the counselor for the benefit of all concerned. An appointment may be needed to see the counselor.

Special Education Students

Free Appropriate Public Education to students with disabilities. Identification, assessment, and provision of special education services to eligible children enrolled and not enrolled in the District are available from the special education coordinator, Dan Ayer.

Parents of students who are deaf, hard of hearing, blind or visually impaired can contact Director of Special Education, Dan Ayer, for information on special state schools.

Behavioral Intervention Policy

As required by Public Act 89-191 (105 ILCS 5/14-8.05), the Board of Education has adopted policies and procedures requiring the use of behavioral interventions with students with disabilities.

The Board of Education has developed policies regarding student discipline that ensure order, safety, and discipline in its schools. Students identified as needing special education, and with a written Individualized Education Program (IEP), may have additional rights in law or in the IEP.

A copy of the District's behavioral interventions policy, which, together with the regular discipline policy, applies to the discipline of special education students, is available at the Unit Office and in each school in the district.

Homeless Information is available upon request to the District Homeless Coordinator, Dan Ayer.

Bilingual Education information is available upon written request from the district office.

GENERAL INFORMATION

Clubs and Organizations at Nauvoo Colusa Club/Organization/Co-Curricular Sponsors

Junior High

Boys Basketball, Cheerleading, Girls Basketball, Volleyball, Track, Boys Baseball, Scholastic Bowl and student council are offered.

Extracurricular activities are considered to be the “other half” of education. Students who are involved in extracurricular activities have been found to be more successful in school as well as in life after high school. The experiences gained while involved in activities are invaluable. Clubs/ organizations will be formed during the first several weeks of school. Listen to morning announcements to find out club/ organization information or ask the office staff for more club/ organization information.

Insurance Program

An accident policy is made available to all Jr. High School students. This is a limited policy with definite limits set for each type of injury. Neither the school nor anyone connected with the school will profit in any way from the insurance.

A list of coverage and payment may be found on the application blank. All students participating in athletics must enroll in the insurance program or show proof of private insurance coverage.

Search and Seizure

To maintain discipline and order in schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

School Property and Equipment as Well as Personal Effects Left There by Students

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

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

Students

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

When feasible, the search should be conducted as follows:

- *outside the view of others, including students;
- *in the presence of a school administrator or adult witness;
- *by a certified employee or administrator of the same sex.

Immediately following the search, a written report shall be made by the school authority who conducted the search and given to the Superintendent.

Seizure of Property

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

Policy on Criminal Activities Committed By Students

The Illinois legislature recently amended the school code to address increasing concerns regarding student violence and criminal activity. Part of the Amendment requires the School District to establish and maintain a reciprocal reporting system between the school and local law enforcement officials.

Video Surveillance

Video Surveillance is used at the elementary and junior high school buildings. Warnings are posted throughout the building. Trespassing on school property is prohibited.

Prescription and Non-prescription Medication Policy

The following policy has been adopted concerning student use of prescription drugs or non-prescription medication in the Nauvoo-Colusa Unit District #325;

Medication required by a student shall generally not be administered at school. Only those medications, which 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 medication. When a medication must be administered during the school day, a principal or a designee shall either: 1) supervise the child self-administering the medication, or 2) administer

the medication personally. The Superintendent or a designee may, in conjunction with a licensed prescriber and parent(s)/guardian(s), identify circumstances in which a child may self-administer medication.

Each dose of medication shall be documented in the child's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the child in self-administration. In the event a dosage is not administered as ordered, the reasons therefore shall be entered in the record. Students should be accountable to come to the office at the time medication is needed. Adverse side effects shall be documented as necessary in the child's individual health record.

Written feedback will be provided to the licensed prescriber and/or the parent(s)/guardian(s) as requested by the licensed prescriber.

All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.

The school will not provide any medications to the student. Prescription medications shall be administered as prescribed by a licensed prescriber. Non-prescription medication may be administered if written consent and medication is provided by the parent(s)/guardian(s) and in all cases the school retains the discretion to reject a request for administering medicine.

Medication must be brought to the school in the original package or an appropriately labeled container. Prescription medications shall display the child's name, prescription number, medication name/dosage, method of administration and/or other directions, date and refill, licensed prescriber's name, pharmacy name (including address and phone number), and the name or initials of the pharmacist.

Over-the-Counter Medications shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

A written request shall be obtained from the parent(s)/guardian(s) requesting the medication to be given during school hours. The request must include the parent(s)/guardian(s) name and phone number in case of emergency. A licensed prescriber's order will be needed for long-term medication. It is the parent(s)/guardian(s)' responsibility to assure that the licensed prescriber order, written request and medication are brought to the school.

Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area.

The parent(s)/guardian(s) will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian(s) have not picked up the medication by the end of the school year, the superintendent or a designee will dispose of and document that medications were discarded. Medications will be discarded in the presence of a witness.

The Nauvoo-Colusa School District, Board of Education and employees do **NOT** assume any responsibility for the effect of medication or drugs upon the student.

Students with chronic conditions such as asthma, diabetes, or other health conditions that require special care at school need to have a 504 plan in file. The 504 coordinator for the Jr. High is Maxine Dennison.

Aggressive Behavior Reporting

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 student's using aggressive behavior while at school that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

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, below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or has the purpose or effect of:

- a) substantially interfering with a student's educational environment:

- b) creating an intimidating, hostile, or offensive educational environment;
- c) depriving a student of educational aid, benefits, services, or treatment; or
- d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms “intimidating,” “hostile,” and “offensive” include contact, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal or a Complaint Manager. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action. . *See Discipline Policy

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Nondiscrimination Coordinator: Kent Young, Supt 217.453.6639
Complaint Manager: Dan Ayer, Principal 217.453.2311

Access To Electronic Networks

Electronic networks, including the Internet, are a part of the District’s instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The use of the District's electronic networks shall be (1) consistent with the curriculum adopted by the District as well as varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library- media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's stated goals or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. All internet traffic can and will be monitored on a regular basis. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Networks Access* contains the appropriate uses, ethics, and protocol. Student's electronic communications and downloaded material may be monitored or read by school officials. Any web based e-mail accounts are banned from student use. Students may not download or install any software without consent. The license and original disk for any software installed must be turned in to the I. T. department. School officials will not intentionally inspect the contents of a teacher's E-mail without the consent of the sender or an intended recipient, unless as required to investigate complaints regarding E-mail which are alleged to contain material in violation of this policy or the *Authorization for Electronic Network Access*.

Authorization for Internet Access

Each teacher must sign this Authorization as a condition for using the District's Internet connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. School Board members and administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use – Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges – The use of the District's Internet is a privilege, not a right, and an inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for illegal activity, including violation of a copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authorized or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.

4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Do not become abusive in your message to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred via the District relating to, or arising out of, any breach of this *Authorization*.
7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**STUDENTS, PARENT(S)/GUARDIAN(S), AND TEACHERS
NEED ONLY SIGN THIS AUTHORIZATION FOR INTERNET
ACCESS ONCE WHILE ENROLLED OR EMPLOYED BY
NAUVOO-COLUSA UNIT SCHOOLS IN A PARTICULAR
BUILDING.**

The failure of any student to follow the terms of the *Authorization for Internet Access*, or this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Students electronic communications and downloaded material may be monitored or read by school officials

Web Page Content and Publication Guidelines

1. Pictures of students, faculty, and staff may be posted.
2. Only first names of students may be used. (Teachers/sponsors must make sure any work included on a web page does not include more than the student's first name.) No student addresses, phone numbers, or other identifying information may be posted. Teachers and staff may post their personal identifying information, as they feel appropriate.
3. Parents/guardians have the right to deny publication of items listed in 2 and 3. Forms for this purpose are to be available at registration and in school offices. Faculty and staff may also request that their pictures or identifying information not be published. Administration and those designing web pages will be provided a list of people who have denied permission for publication.
4. Grammar, spelling, graphics, and layouts should be carefully inspected so web pages provide a positive image of our district and schools.
5. Web page content is to be primarily educational.
6. External links are to be appropriate and have educational value. Pages from these links are to be followed at least 2 levels deep and must be routinely checked to ensure that links are not made to inappropriate sites.
7. The primary responsibility for monitoring content and links rests with the teacher, club sponsor, or TEC Team member in charge of the page. In most cases, this is the person given the password to upload the site to the server. The e-mail address of the responsible person is to appear at the bottom of each page.
8. The format and general content of all pages must be approved by the committee before posting to the web. Routine updates consistent with the approved design may be made at the discretion of the person responsible for the page.
9. The District Technology Coordinator is responsible for the district page and the opening school pages. These pages are to include contact information for the district or school and e-mail addresses for the district and building coordinators.

10. Large files make pages slow to load. Graphics should be at the lowest acceptable resolution and size. Thumbnail images can be linked to larger images if more detail is needed.
11. Copyright and Plagiarism
 - A. Copyright laws are to be explained to students.
 - B. Graphics and other content are not to be used without permission.
 - C. Teachers/sponsors are responsible for assuring that copyright laws are obeyed.

Disability Accommodations at parent conferences, school programs, and Board meetings are available upon request to the District Special Education Director or Building Principal. Accommodation requests must be made prior to 24 hours to the activity/event.

Equal Educational Opportunities

Equal educational opportunities shall be available for all student without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious affiliation, physical and or mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status.

Any student may file a discrimination grievance by using the *Uniform Grievance Procedure*.

Uniform Grievance Procedure

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

- ✓ Title II of the Americans with Disabilities Act;
- ✓ Title IX of the Education Amendments of 1972;
- ✓ Section 504 of the Rehabilitation Act of 1973;
- ✓ Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
- ✓ The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
or
- ✓ Curriculum, instructional materials, programs

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

remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

2) Filing a Complaint

A person (hereafter Complainant) who wishes to avail himself / herself of this grievance procedure may do so by filing a complaint with the District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

3) Investigation

The Complaint Manager shall investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any meeting in which their child is involved. The complaint and the identity of the complainant will not be disclosed except as (1) required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent shall keep the Board informed of all complaints.

4) Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

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

Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code. This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Complaint Manager: Kent Young, Principal
Nauvoo-Colusa School District #325
Nauvoo, Illinois 217.453.2231

Student Records
Notification to Parents and Students of Rights Concerning a Student's School Records.

The District will maintain two sets of school records for each student: a *permanent* record and a *temporary* record. The *permanent* record includes:

- Basic identifying information
- Academic transcripts
- Attendance record
- Accident and health reports
- Information pertaining to release of this record
- Scores received on Prairie State Achievement Exam

The *temporary* record may include:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another.
- Special education files
- Verified reports or information from non-educational sources
- Verified information of clear relevance to the students education
- Information pertaining to release of this record

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act afford parents/guardians and students over 18 year of age (eligible students) certain rights with respect to the student's educational records.

They are:

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Building Principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place the records may be inspected. The District charges \$.25 per page for copying, but no one will be denied their right to the copies of their records for inability to pay this cost. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b)(15)).

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

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

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

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

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent(s)/guardian(s) or student serving on an official committee,

such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfil his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by the state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

Student records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent(s)/guardian's child.

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

Name

Address

Gender

Grade level

Birth date and place

Parents'/guardians' names and addresses

Academic awards, degrees, and honors

Information in relation to school-related activities, organizations and athletics

Major field of study

Period of attendance in school

This includes to military recruiters.

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.

- 6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under state law.**
- 7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers the FERPA is:
Family Policy Complaint Office U.S. Department of Education
400 Maryland Avenue S.W. Washington, D.C. 20202-4605

**Health Examinations, Dental Records, Eye Examinations,
Immunization and Exclusion of Students**

A student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician and received the immunization against, and screenings, for preventable communicable diseases, as required by the Department of Public Health rules:

1. within one year before entering kindergarten or first grade;
2. upon entering the fifth and ninth grades; and
3. whenever a student first enrolls in school within the District, regardless of the student's grade.

Parents of students in ungraded programs shall present this proof at the ages consistent with enrollment in these grades (i.e., kindergarten, 5 years; first grade, 6 years; fifth grade, 10 years; and ninth grade, 14 years).

Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination whenever health examinations are required. Failure to comply with the above requirements by the first day of the current school year will result in the student's exclusion from school until the required health forms are presented to the District.

If medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by

the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of the medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the medication. All new students who are first time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

Parent(s)/guardian(s) of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was “risk-assessed” or screened for lead poisoning in accordance with State Law.

A student may be exempted from this policy’s requirement on religious or medical grounds if the student’s parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempted from the health examination or immunization on medical grounds if a physician provides written verification.

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.

Lice, Head

Control and prevention:

1. When a child is first discovered to have head lice and/or nits, the child, and all other children in the family, will be sent home immediately. It is necessary for the child to be treated with a special shampoo. There are prescription and non-prescription shampoos that can be purchased at your local pharmacy or health department.
2. Everyone in the home must be treated. All nits must be removed! CLEAR RINSE, an over-the-counter product can be used to help remove nits. Fine-tooth combs will not remove all the nits. Most nits will need to be removed by hand.
3. Every child in the home may return to school after the treatments outlined in Items 1 and 2 have been completed **AND** they have been checked by the Hancock County Health Department and given a form to return to class. Only the Hancock County Health Department can clear a student to return to school.
4. Until such time that all nits are removed from the child’s hair, the child will not be allowed to attend school.
5. Washing with regular shampoo should continue, as well as checking and removing any remaining nits.
6. In order to make sure all lice are killed, directions must be followed exactly. May require a second treatment .
7. After the first treatment the child must return to school within three (3) days with no evidence of nits or he/she will be considered truant.

8. In order to prevent reinfestation, each child's head should be checked thoroughly each day for three weeks. Thorough cleaning and vacuuming should be continued also.
9. Do not use the shampoo any sooner than recommended. The manufacturer's guidelines should always be followed.
10. Pregnant persons and infants should seek physician's advice before using the head lice shampoo.

Communicable and infectious diseases are reported to the Hancock County Health Department quarterly.

Integrated Pest management Program

The Nauvoo-Colusa Board of Education has adopted "An Integrated Pest Management" policy as required by the Illinois State Board of Education under the law of Public Act 91-0525.

Nauvoo-Colusa CUD #325 must provide notification to parents, guardians, and school employees prior to the application of pesticides inside school buildings. Nauvoo-Colusa must provide written notice to parents, guardians, and staff who register to be notified or provide written notification through newsletters, bulletins, calendars, or other correspondence currently published by the school district.

Nauvoo-Colusa CUD #325 must provide notification to parents, guardians, and school employees prior to the application of pesticides on school grounds. The same written notice must be provided to parents, guardians, and staff that register to be notified or provide written notification through newsletters, bulletins, calendars, or other correspondence currently published by the school district.

Please register at our Elementary School Office or the Jr. High School Office if you wish to be notified prior to any application of a pesticide in our district. Forms will be available at each building.

Parent/Teacher Notification of Asbestos Management Program School Year-Kent Young, Superintendent

This is to inform you of the status of the Nauvoo-Colusa Community District #325 asbestos management plan(s). It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos-containing materials.

As required, our buildings were initially inspected for asbestos. Our inspection was conducted on May 3, 1989. The AHERA law requires that a visual surveillance of asbestos-containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the Superintendent's Office. Should you wish to review the plans, please call to make an appointment between 8:00 a.m. and 4:00 p.m. Any concerns relative to asbestos-containing materials should be directed to Jeff McCarty/Designated Worker at Nauvoo-Colusa Jr. High School (217-453-2231).

Vision and Hearing screen

Vision and Hearing screen will be done, as mandated, for the following children: 8th grade and students with IEP plans. Vision and hearing screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening IF an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision/hearing screen is NOT an option. If a vision/hearing examination report is not on file at the school for your child, your child in the mandated age/grade or group will be screened.