

**This Book Belongs to:** \_\_\_\_\_

Dear Students and Parents/Guardians:

Welcome to the 2015-2016 school year. This Junior High School Student Handbook is designed to help acquaint students and parents/guardians with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. Please read the Handbook carefully and review its content with your child.

This Handbook is not intended to create a contractual relationship between the student and the School District, but rather it is intended to describe the school, and provide a summary of its current practices, procedures, rules and regulations. The Board of Education reserves the right to modify or amend the Handbook during the year without notice. 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 Board Policy Manual, which is available through the District website ([www.nauvoo-colusa.com](http://www.nauvoo-colusa.com)). The Manual and Administrative Procedures also are available in the school office.

Please read and discuss the entire Handbook with your child. If you have questions concerning its content, please contact Dan Ayer at 1-217-453-2231 or at [ayerd@nauvoo-colusa.com](mailto:ayerd@nauvoo-colusa.com). Once you have reviewed the Handbook with your child, please sign and return the Handbook Acknowledgement Form at the back of this Handbook and return to the school office by September 1.

**Nauvoo-Colusa District #325 Mission Statement**

Nauvoo-Colusa School District 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 lifelong learning is encouraged for ALL students.

**DISTRICT #325 BOARD OF EDUCATION**

Lane Sinele	President
Michael Siegfried	Vice President
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Dr. Kent Young, Superintendent  
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Dan Ayer, Principal  
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1-217-453-2231

Nauvoo-Colusa Junior High School  
2461 North State Highway 96  
Nauvoo, IL 62354

Staff & Teacher E-Mail Addresses Are Listed  
On The School Website:  
[www.nauvoo-colusa.com](http://www.nauvoo-colusa.com)

**BELL SCHEDULES**

8:10 a.m.-8:30 a.m. Homeroom  
8:33 a.m.-9:58 a.m. 1st Period  
10:01 a.m.-11:26 a.m. 2nd Period  
11:29 a.m.- 11:59 a.m. Lunch  
12:02 p.m.- 1:27 p.m. 3rd Period  
1:30 p.m.- 2:55 p.m. 4th Period

**2 hour delay Bell Schedule**

10:10 a.m.-10:20 a.m. Homeroom  
10:23 a.m.-11:28 a.m. 1st Period  
11:31 a.m.-12:01 p.m. Lunch  
12:04p.m.- 12:59 a.m. 2nd Period  
1:02 p.m.- 1:57 p.m. 3rd Period  
2:00 p.m.- 2:55 p.m. 4th Period

**1:30 p.m. Early Out**

8:10 a.m.-8:25 a.m. Homeroom  
8:28 a.m.-9:33 a.m. 1st Period  
9:36 a.m.-10:41 a.m. 2nd Period  
10:44 a.m.- 11:49 a.m. 3rd Period  
11:52 p.m.- 12:22 p.m. Lunch  
12:25 p.m.- 1:30 p.m. 4th Period

**SCHOOL CALENDAR**

The School Calendar is available on the District’s website. Additional copies of the School Calendar can be obtained upon request through the school office. End of year dates are tentative and may change due to unintended school cancellation for severe weather or other unforeseen reasons.

**ATTENDANCE**

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

**Section 26-1 of the School Code** mandates that whoever has custody or control of any child between the ages of 6 and 17 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 of the School Code: 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 between 8:00 – 8:30 a.m.** If a parent/guardian does not call by 8:30 a.m., a call will be made to the parent/guardian within 2 hours after the first class. If you do not have a telephone, the student may bring a note from home the day following the absence. A parent/guardian 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 obtain assignments from the previous day(s) missed.**

\*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.

**EXCUSED** absences will be granted for (a) illness and/or medical appointment, (b) death in the immediate family, (c) family emergency, (d) observance of a religious holiday, (e) pre-arranged excused absences, (f) other situation beyond the control of the student (e.g., court date, counselor/probation officer appointment), (g) other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, and (h) other reasons as approved by the Superintendent or designee. Make-up work for credit will be permitted.

Type of Absence	Proof for Excused Absence
Illness	Written note from parents/guardians. After <b>5</b> 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/guardian contact and will be granted only by administration
Observance of religious holiday	Written note from parent/guardian to the Building Principal at least five (5) calendar days prior to the absence

1. **PRE-ARRANGED EXCUSED** absences will be granted *only* by administration. Any absences other than illness need to be prearranged. Pre-arranged absences include medical appointment, funerals, family vacations, court date, counselor/probation officer appointment, and observance of religious holiday.. 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 obtain parent/guardian and school office signatures before presenting prearranged forms to their teachers.

If the pre-arranged excused absence is due to a family vacation, the procedures detailed below under “Family Vacations” must be followed.

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.

2. **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.

3. **TRUANCY**

A “truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

“Valid cause” for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education, or such other circumstances which causes reasonable concern to the parent/guardian for the safety or health of the student.

“Chronic or habitual truant” shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

“Truant minor” is defined as a chronic truant to whom, supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

If the student is determined to be truant, chronic or habitual truant, or a truant minor, the appropriate District staff will develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. These procedures shall include, but not be limited to, interviews with the student, his or her parents/guardians, and any school official(s) or other people who may have information.

The supportive services offered to truant or chronically truant students may include, but are not limited to the following:

- Parent-teacher conferences
- Student and/or family counseling

- Information about community agency services

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the Regional Office of Education. The Board of Education, Superintendent, School District administrators, and teachers shall assist and furnish such information, as they have to aid truant officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

### **Tardiness**

A student is considered tardy if the student is 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**

Students will be allowed to take a maximum of one 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 school 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. If the student takes more than one family vacation per year, the student could be considered truant.

### **Illness During School**

No students may leave school during the day unless he/she has permission from the school 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 school office. If a student needs to leave school for any reason, he/she must report to the school office (parents/guardians 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 by 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, the

teacher can require that the test be taken upon the student's return. Students absent due to a religious holiday will be given an equal opportunity to make up work as outlined in Board Policy 7:80.

### **Free and Reduced Priced Lunch**

Applications for free and reduced lunch are available from the school office and may be submitted by a student's parent/guardian.

## **TRANSPORTATION**

### **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, severe weather may require school to be closed if roads are unsafe or impassable. **When the school has been closed, this information is provided to radio stations: KBKB – Fort Madison – 101.7 FM/1360 AM – KOKX – Keokuk – 95.3 FM/1310 AM; WCAZ – Carthage – 92.1 FM/990 AM; and the following TV channels: KHQA / Channel 7 and WGEM / Channel 10. School closures will be announced by 7:00 a.m. Our District is No. 325. School dismissal information will be posted on the school's website at [www.nauvoo-colusa.com](http://www.nauvoo-colusa.com).**

**On occasion, the district may call a 2-hour delay in the morning due to inclement weather. A 2-hour delay means school will start 2-hours after the normal start time. It also means, if your student rides the bus, he or she will be picked up approximately 2-hours later than normal.**

### **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 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 District and/or suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with the *Individuals with Disabilities Education Act* ("IDEA") and state law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situation to administration as soon as possible.

The following general disciplinary guidelines provides a non-exhaustive list of disciplinary offenses and the potential recommended discipline for each offense. The District, on a case-by-case basis, may impose additional discipline or modify the listed disciplinary action based upon the circumstances of the offense. In all circumstances, gross disobedience or misconduct will be grounds for a possible recommendation of expulsion from the District. \*See Discipline Policy.

- 1<sup>st</sup> 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.

- 2<sup>nd</sup> 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/guardians of the offense and the meeting.
- 3<sup>rd</sup> 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.

Parents/guardians who reside in an attendance area over 1.5 miles from school may be eligible for reimbursement for transporting their student to and from school if the District did not provide free transportation, or the child lives less than 1.5 miles from school but faced a serious hazard due to vehicular traffic when walking to school. Applications can be obtained beginning no later than March 1<sup>st</sup> from the Transportation Department. Please note that currently this reimbursement program is not funded and the State Board of Education is not paying any claims filed.

District transportation policies and reimbursement eligibility is available upon written request to the District Office.

### **School Sign/Non-Curricular Literature Policy**

Any distribution of signs or non-curricular literature must be in accordance to board policy.

## **VISITOR INFORMATION**

All visitors, including parents/guardians and volunteers, must register in the school office when entering the building and receive permission to remain on school property. All visitors must sign a visitor's log, show identification, and wear a visitor's badge. The school office shall provide parents/guardians with documentation of all school visitations, including the exact time and date the visitation began and ended. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. Student visitors will not be permitted. School visits by parents/guardians are welcome. A parent/guardian visit must be scheduled through administration with a 24-hour notice of the request.

### **Unauthorized Persons**

The Board of Education, Superintendent, or a person designated in writing by any of the above has the right to seek the immediate removal of unauthorized persons from the school property. An unauthorized person is one who is described as a person who "does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of the institution." This includes students who are under suspension, reassignment, or expulsion. Expelled students may receive counseling services at the schools from which they have been expelled after obtaining special permission from the principals of those schools. The principal has the authority to tell an unauthorized person that he or she cannot come on school property at any time, thus barring him or her from school premises. This includes all school-sponsored activities, on or off campus. If a person has been barred by the principal, he or she is subject to immediate arrest if he or she fails to leave or returns after being told by the principal or his/her designee that he or she is barred. Staff members may ask for identification from any person and may ask him or her why he or she wishes to come onto school property. Further, they may ask an

unauthorized person to leave. If a person, previously barred by the principal, is asked to leave by a staff member, he or she must do so or be subject to arrest.

### **Disability Accommodations**

Disability Accommodations at parent/guardian 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.

### **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 arrange 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 school office.

### **Disaster – Fire, Tornado, And Other Emergencies**

Emergency procedures are posted in all classrooms 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 during an emergency.

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 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 primarily so 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 written doctor's letter stating that a student is restricted from participating in physical exercise must be on file in the office and a copy given to the teacher to waive PE activities.

**EXTRACURRICULAR & CO-CURRICULAR 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 a member of the Illinois Elementary School Association ("IESA"), the rules and regulations of that organization, as well as the state law, govern the participants in the District's extracurricular activity programs. Students should become familiar with the IESA rules and regulations, as well as the District's policies.

**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 ("IESA"). Failure to abide by the conduct code could result in removal from the activity. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and their parents/guardians, and provide participants and their parents/guardians with a copy. Participants and their parents/guardians shall sign the agreement provided in the code of conduct, which will be kept on file in the school office.

**Participation In Extracurricular And Co-Curricular Activities**

Selection of members or participants in extracurricular and co-curricular activities is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code in order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity. Eligibility process will be as outlined in the student athletic agreement. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses.

In addition, student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must attain the academic criteria set forth in the Board Policy on school-sponsored extracurricular activities.
2. A student's parent(s)/guardian(s) must provide written permission 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 a written statement or certificate of physical fitness assuring that the student's health status allows for active athletic participation must be submitted to the school office.
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.

### **Extracurricular, Co-Curricular, And Other School-Sponsored Activities**

1. School rules apply for all extracurricular, co-curricular, and other school-sponsored activities whether at a school building or other location.
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. The District is not responsible for students who leave an activity.
3. Students are not to remain in the school building to wait for the start of an extracurricular or co-curricular activity, or other school activity, unless the activity begins less than fifteen minutes after school is dismissed and they are under the supervision of a school staff member.
4. In order for a student to attend a non-graded field trip that occurs during the school day, the student must be earning a passing grade in all classes.
5. All organizations shall be under the control of the faculty, who shall act as sponsors.
6. All activities shall be held on premises unless otherwise permitted by Administration.
7. All activities must be scheduled at least two (2) weeks in advance.
8. All activities must be planned under the supervision of the sponsor or Administration.
9. All parties and/or dances shall end at 10:00 p.m. unless otherwise permitted by Administration.
10. 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 own and his/her guest's behavior.

### **Scheduling Of, And Participation In, Extracurricular And Co-Curricular Activities**

The general rule to keep in mind is that if school is dismissed early or closed due to adverse weather, extracurricular and co-curricular activities, such as practices and contests, will be cancelled. However, for weather related dismissals involving heat, practices and competitions may still be held. There may be special circumstances (such as tournaments, etc.), which cannot be cancelled. In that instance, only those participants whose parents/guardians feel it is safe in their area should report for participation. The same holds true for any practices. Sometimes in the winter, it is possible for school to be closed for an extended period of time. The coach or sponsor for the activity will notify students and parents/guardians regarding the status of the activity.

On a day there is no school because of adverse winter weather conditions, a participant may participate in a practice **only** if he/she is brought to the gym or other practice location by a parent. The student's sibling may not bring the participant. Participants may car pool with a parent/guardian other than their own. The coach or sponsor will be responsible for enforcing this requirement. Failure to follow this requirement will result in **no** practice being held during days when school is cancelled or dismissed early due to severe weather.

Missed practices or missed contests due to weather are excused absences and are encouraged if the student's parents/guardians feel the student should remain at home due to the weather in their area.

## **Clubs and Organizations at Nauvoo Colusa – Club/Organization/Co-Curricular Sponsors Junior High School**

Boys Basketball, Girls Basketball, Volleyball, Track, Boys Baseball, and Student Council are offered.

Extracurricular activities are considered 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 Junior 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.

### **Transportation To/From Extracurricular And Co-Curricular Activities**

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/guardian *or other members of the family approved by the parent/guardian*. In such circumstances, the parent/guardian must sign a release form for each contest. Guidelines for the parent/guardian signature will be established by each coach/ sponsor. relatives and siblings will not be allowed to sign the release. In the cases when a parent/guardian wishes their son/daughter to ride home with another participant’s parents, the student’s parent/guardian must send a note to the **[Building Principal or Athletic Director]**. The parent/guardian also must call the **[Building Principal or Athletic Director]** to confirm the request. Participants will not be permitted to ride home with boyfriends, girlfriends, 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. 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. If a student has a peanut allergy, a substitute meal will be provided in place of the peanut butter sandwich.
3. Students may pay on their lunch accounts in the cafeteria before school or at lunch. Concerning 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 a notice accompanies it from the parents/guardians stating that only a portion is used for lunch and the balance should be returned to the student.
4. Account balances will be mailed home with each report card.

**Meal Prices will be provided at time of registration.**

***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***.

## **NAUVOO-COLUSA JUNIOR HIGH SCHOOL PBIS**

### **The PBIS Team at Nauvoo-Colusa Junior High School**

- Mr. Dan Ayer, Principal
- Dr. Kent Young, Superintendent
- Ms. Shaila Oaks, School Psychologist
- Mrs. Sharon Rady, Special Education Teacher
- Mrs. Tina Elschlager, Media Specialist/Teacher

### **What is PBIS?**

Positive Behavior Interventions and Supports” (PBIS) is a proactive systems approach for creating and maintaining safe and effective learning environments in schools, and ensuring that all students have the social/emotional skills needed to ensure their success at school and beyond.

### **The expectations for a school implementing PBIS are based on three main ideas:**

1. Students need to know what is expected of them. Our four school-wide expectations are the basis of our matrix and they are the following: “Be Responsible,” “ Be Respectful,” “Be Safe,” and “Be Learning.”
2. Students need to be taught directly the correct way to behave.
3. The correct behavior needs to be encouraged and acknowledged. Motivation will be to provide positive feedback .

### **For more information on PBIS, please visit the following links:**

Illinois PBIS Network (<http://www.pbisillinois.org/>)

OSEP Center on PBIS (<http://www.pbis.org/>)

Illinois State Board of Education Special Programs

### **Illinois PBIS Network Goals**

- Increase consistent use of positive teaching and reinforcement strategies among all staff.
- Reduce use of reactive discipline measures in schools for all staff.
- Increase data-based decision making about behavior and academic instruction and reinforcement across all school settings.

Implement effective comprehensive supports/services/interventions with the most intensive behavioral/emotions needs through wraparound plans that address home, school, and community settings.

### **Four Elements of PBIS**

- Systems
- Data
- Practices
- Outcomes

Information provided by: Illinois PBIS Network—A Component of the Illinois Statewide Technical Assistance Center (ISTAC), funded by the Illinois State Board of Education. For more information, please contact <http://www.pbisillinois.org>.

### **Why PBIS?**

- PBIS is a process not an add on
- It is individualized to the needs of our school
- It is free through the Illinois State Board of Education
- The emphasis is on continuous, data-driven improvement
- It states that students should be taught how to behave and make positive choices
- It provides incentives for all students to excel
- It is adaptable and can be used across all grade levels (K-8 focus)
- It will systematize our behavioral and referral process

Taken from School Administrative Unit 56 Rollinsford & Somersworth, New Hampshire (<http://sau56.org>)

Research is demonstrating that schools make greater academic gains when they simultaneously build a school-wide positive social-culture. PBIS organizes adults and students to create a social-culture in schools that will encourage positive behavior and interactions, while discouraging problem behaviors. This social-culture will lead to a safer environment where students achieve academically and build positive relationships with each other and with adults.

### **Cool Tools for Staff**

In order to help our students know what is expected of them, we have established one set of expectations for the entire building and all settings. This will provide consistency for the students, which will make it easier for them to learn and understand each rule. It will also provide support to all the staff. Our four expectations are: Be Responsible, Be Respectful, Be Safe, and Be Learning.

## **STUDENT 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. Section 24-24 of the Illinois *School Code* allows 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/guardians. Teachers in the 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 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 the Nauvoo-Colusa School District #325. When a student is suspended, expelled, or withdrawn while facing a suspension or expulsion, he or she is prohibited from being on school grounds. However, expelled students may receive counseling services at the schools from which they have been expelled after obtaining special permission from the Building Principal.

### **Safe School Reporting**

In order to provide a safe, disciplined, and substance-free school, students will be expected 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 disciplinary guidelines provide a non-exhaustive list of disciplinary offenses and the potential recommended discipline for each offense. The District, on a case-by-case basis, may impose additional discipline or modify the listed disciplinary action based upon the circumstances of the offense. In all circumstances, gross disobedience or misconduct will be grounds for a possible recommendation of expulsion from the District. Gross disobedience and misconduct is any behavior that is of such an egregious nature as to constitute, on its face, gross disobedience or misconduct. Gross disobedience or misconduct also includes any conduct, behavior, or activity, as defined by the Board of Education in its policies, procedures, rules, and codes of conduct which causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities, with the rights of other students or school personnel, or the risk of same.

**These rules and regulations will be in effect anytime that a student is in the school building, on, or within sight of, school grounds, or off school grounds while attending any school function, activity or event that bears a reasonable relationship to school, traveling to or from school or a school activity, function, or event or anywhere if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may be reasonably considered to: a) be a threat or an attempted intimidation of a staff member; or b) endanger the health or safety of students, staff, or school property. The administration has the right to modify the misconduct points system or number of points issued on an individual basis. Misconduct Points**

<b>Misconduct</b>	<b>Points</b>
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
Possession or uses 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, laser pointers, iPod etc.)	5-15
Missed detention	5
Cheating on class work or homework	10
Disrespect/insubordination	10-30
Forging notes or misrepresenting phone calls	20
Hazing/Harassing/Bullying	20
Internet abuse/misuse	20
Possession of tobacco products, including e-cigarettes	20
Cheating on test or quiz	20
Refusing assigned discipline	20
Making threats	20
Fighting/ physical abuse of students	20- 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 <sup>st</sup> offense only)*	40
Using/possessing drug paraphernalia (1 <sup>st</sup> offense only)*	40
Violation of any provision of Section 10-22.6 of the Illinois School Code including, but not limited to:	
Arson	60
Bomb threat	60
Extortion	60
False fire/disaster alarm	60
Gang or gang related activity	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
Sale or transfer of illegal substances	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**

Points for student misconduct will continue to accrue throughout the entire school year. Students have no right to progressive discipline. Rather, the District, on a case-by-case basis, may impose additional discipline or modify the disciplinary action based upon the circumstances of the offense.

The following is a non-exhaustive list of disciplinary consequences:

- Verbal warning by Administrator- 5 points
- Detention(s)- 5-20 points
- Behavior Management Class- 20-40 points
- Out of School Suspension(s)- 45-60 points
- Expulsion- 60 points

A student may request a community service project in order to reduce his misconduct points. Such request must be approved and arranged through Administration. This option may be used once per school year, and only at the discretion of the Administration.

### **Behavior Management Class**

Students may 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 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 Detention Room 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; and day not served will be served over.

### **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 District property during regular school hours unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Cell phones must be kept in lockers and not carried on the student during the school day. **Any exceptions to this policy must be approved by the Administration.** Any communication devices found at school in classrooms 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/guardian to pick up the electronic device. \*See Discipline Policy**

### **School Dress**

The dress and appearance of students is the responsibility of parents/guardians 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. The Building Principal is the final authority for judging the appropriateness of a student's appearance. \*See Discipline Policy. 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 that 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**

### **Weapons**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for at least one (1) calendar year but no more than two (2) calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or as defined in Section 24-1 of the Illinois Criminal Code of 1961 (720 ILCS 5/24-1).
- (2) A knife, brass knuckles, or knuckle weapon regardless of its composition, a billy club, or other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The Superintendent may modify the expulsion period, and the Board may modify the Superintendent's determination on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### **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 any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **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, Building Principal, or designee is authorized to impose the same disciplinary measures as teachers, 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.

### **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 Schools and Communities Act*.

### **Suspension**

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 defined above and in Board Policy 7:190. Suspensions issued at the end of a school year may be carried over to the following school year.

**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.** Teachers have the discretion to allow make up work for the days suspended.

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.

The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, 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 an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s) by a telephone call and written notice to the parent(s)/guardian(s). The written notice of the suspension shall be sent by regular, first class mail or personal delivery, and shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
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.

Only Administration or a designee shall reinstate a student after suspension. Further continuance in school is contingent upon conduct of the student being consistent with what is expected of good school citizens.

### **Suspension Review Procedures**

1. A request by a student's parent/guardian for a suspension review shall be made by the parent/guardian within five (5) school days after the receipt of notice of the suspension, and shall be made to the Building Principal who issued the suspension notice. The parents must request in writing a desire for a review within two (2) school days of receiving such notice.
2. Within five (5) school days of the request for a suspension review, the Building Principal shall meet with the student's parent/guardian to review the suspension.
3. If, after the initial meeting held to discuss the suspension, the student's parent/guardian seeks further review, the parent/guardian must contact the Superintendent within two (2) school days of the initial meeting to request further review of the suspension.
4. Within two (2) school days of the request for review by the Superintendent, the Superintendent shall meet with the parent/guardian to review the suspension.
5. After meeting with the Superintendent, the parent/guardian may appeal the suspension to the School Board. Such request must be made to the Superintendent in writing within two (2) school days of the review with the Superintendent.
6. *If the parent/guardian is not satisfied with the decision of the superintendent, the parent/guardian may request a hearing in front of the school board during closed session. The parent/guardian must request in writing a request with the school board within two (2) school days of the superintendent's decision. The parent/guardian shall notify the superintendent in writing and the superintendent shall have the board president call a hearing meeting within five (5) school days of receiving the notice. The decision of the school board shall be considered final. The parent/guardian shall receive a written notice of the school board's decision with five (5) school days after the hearing.*

### **Expulsion**

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, as defined above and in Board Policy 7:190. If the Superintendent or a designee determines that a student has been guilty of a violation, the Superintendent or designee shall initiate suspension proceedings. If the Superintendent or designee determines that, the student is guilty of any other violation of the appropriate discipline policy and/or 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 provide the student and his/her parent(s)/guardian(s) with a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:

- a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
  - b. The time, date, and place for the hearing.
  - c. A short description of what will happen during the hearing.
  - d. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed two (2) calendar years, as determined on a case-by-case basis.
  - e. A request that the student or parent(s)/guardian(s) inform the District if an attorney will represent the student and, if so, the attorney's name.
2. The hearing shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. The Hearing Officer shall be an attorney when, in the judgment of the Superintendent, the hearing will likely involve technical legal matters.
  3. The only persons allowed at the hearing shall be the parties, their representatives, their witnesses, and the Hearing Officer or members of the Board of Education.
  4. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled.
  5. If the hearing is before a Hearing Officer, the Hearing Officer shall submit to the Board a written summary of the evidence introduced during the expulsion hearing, except this shall not be necessary if a quorum of the Board of Education is present at the hearing, and shall 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.
  6. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
  7. Within ten (10) days after the hearing conducted by the Board or receipt of the Hearing Officer's summary, and if requested, finding(s) and recommendation(s), the Board shall take whatever action it deems appropriate, including 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 discipline:

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; and
5. The best interests of the student.

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 Building Principal, and the Superintendent are satisfied that the student intends to correct the situation that led to expulsion.

### **Expulsion – Students with Disabilities**

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

If the student has been identified as disabled pursuant to the *Individuals with Disabilities Education Act*, a multidisciplinary conference shall be held to determine whether the student's gross disobedience or misconduct is a manifestation of the student's disability. 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. A written record of the conference must be kept.

If the IEP team determines that the gross disobedience or misconduct is a manifestation of the student's disability, the student shall not be subject to expulsion. In that case, the IEP team shall determine whether the student's current IEP and placement are appropriate or whether changes should be made. The IEP team also shall review and revise the student's Behavior Intervention Plan (BIP), as necessary.

If the IEP team determines that, the gross disobedience or misconduct is not a manifestation of the student's disability, the student may be disciplined in accordance with the District's discipline policy, but in no case shall the District cease providing special education and related services. An IEP conference shall be convened to address the means to provide those services to the student.

Following the conference, 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 determination as to whether the student's conduct was a manifestation of the student's disability; and notice of the rights of a due process hearing to contest the decision made at the conference.

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.

If the student's behavior at school, on school premises, or at a school function involves weapons or drugs or infliction of serious bodily injury upon another person by the student, the District may remove the student to an interim alternative educational setting for not more than 45 school days, regardless of whether the student's behavior is a manifestation of the student's disability. If the District believes that maintaining the current educational placement of the student is substantially likely to result in injury to the student or others, the District may 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.

### **Expulsion Alternative**

A student who is guilty of gross disobedience or misconduct due to alcohol or drug-related offenses which would otherwise warrant the student's expulsion may instead, at the discretion of the Administration, be offered the opportunity to 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 apply:

1. The student must admit that he/she was guilty of using, possessing, or purchasing 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 10-hour alcohol and drug program and shall agree to be responsible for any fee assessed by the organization for the program.

### **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 using 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 policies or 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, school liaison police officer, 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 or building principal.

### **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 school building. Warnings are posted throughout the building. Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. The content of the electronic recordings may become part of a student's school record and are subject to District policy and procedure concerning school student records.

## **ACADEMIC INFORMATION**

### **Requirements For Admission**

The student must have completed sixth grade or the equivalent for students entering 7th grade. Home-schooled students will be given an examination upon enrolling to determine grade placement. A residency form must be completed. Non-resident tuition rates are available upon request through the district office. Students who are new to the District must provide the District a valid birth certificate within 30 days of enrolling the student.

The District offers several programs for students at risk of academic failure or dropping out of school. These include alternative learning opportunities program at the Hancock County Learning Center. To find more information regarding this/these program please contact Dr. Kent Young at 1-217-453-6639.

If students are in the Title I program, the parents/guardians of these students will receive notice of parental involvement policies and activities.

See the Health Examinations, Dental Examination, Eye Examination, Immunization And Exclusion Of Students section below for additional requirements for admission.

### **Curriculum**

The District strives to provide a curriculum that is free of bias in color, gender, race, religion, ethnicity, socio-economic, and disabilities.

Parents/guardians may request in writing the professional qualifications of their child's teacher(s). Parents/guardians 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.

A student's achievement level in each State academic assessment will be distributed to each student annually.

Students will be provided instruction in recognizing and avoiding sexual abuse. Parents/guardians will be provided written notice not less than 5 days before commencing any class or course providing instruction in recognizing and avoiding sexual abuse to afford parental opportunity to object to participation. Parents/guardians have the right to have their children excluded from any program by making such a request in writing to the Building Principal.

### **Instructional Material**

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Parents/guardians have a right to inspect all instructional materials, including teacher's manuals, films, tape, or other supplementary material, which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.

### **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/guardians 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**

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

### **Promotion**

Failure of two or more academic classes in three of the four quarters in the following subject areas: Math, English/Language Arts, Science, or Social Studies may cause the student to be retained in his or her current grade. A student shall not be promoted to the next higher grade based upon age or any other reason not related to academic performance.

### **Honor Roll**

Honor roll is announced each quarter with students having 3.00 or better grade point average.

### **Cheating/Plagiarism**

In line with the philosophy of Nauvoo-Colusa Junior 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 school 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. Students, whose parents/guardians are unable to afford student fees, including textbook fees, may receive a waiver of fees. Applications for fee waivers are available from the school office and may be submitted by a student's parent/guardian. \*See Student Fees and Wavier section.

### **Student Fees And Waivers**

Students shall not be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges. Students whose parents/guardians are unable to afford student fees may receive a waiver of fees. Applications for fee waivers are available from the school office and may be submitted by a student's parent/guardian. Students who are granted fee waivers are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. A student shall be eligible for a fee waiver when the student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act or the student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code. Questions regarding the fee waivers should be addressed to the Building Principal's Office.

### **School Fees**

Registration Fee: \$77 (\$60 registration, \$10 technology, \$7 agenda planner/passbook)

Art Fee: \$12, Family Science Fee: \$12, Lock Fee: \$1

### **Notice of Survey Policy**

#### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

#### Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

#### Survey Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.

4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

## **STUDENT SERVICES**

### **Special Education Students**

All children with disabilities who are between the ages of 3 through 21 and have not graduated from high school are entitled to a free appropriate public education. Information regarding identification, assessment, and provision of special education services to eligible children enrolled and not enrolled in the District are available by contacting Dan Ayer, the Director of Special Education, at 1-217-453-2231. Parents/guardians of students who are deaf, hard of hearing, blind, or visually impaired may be eligible to receive services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired and can contact Director of Special Education, Dan Ayer, for written information on these stated schools and other special schools which provide similar services.

### **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 at 2461 North State Highway 96, Nauvoo, Illinois 62354 and in each school in the district.

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths. Homeless Information is available upon request to the District Homeless Coordinator, Kent H. Young, 217-453-6639.

Bilingual Education information is available upon written request from the District Office.

## **PRESCRIPTION AND NON-PRESCRIPTION MEDICATION POLICY**

The following policy has been adopted concerning student use of prescription drugs or non-prescription medication in the District.

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form." For prescription medications, the licensed prescriber's order must be attached to the Student Medication Authorization Form. For long-term medications, the Student Medical Authorization Form shall be completed annually. Changes in medication shall have written authorization from the licensed prescriber.

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 student's name affixed to the container. Medications shall be stored in a separate locked drawer or cabinet. Medications requiring refrigeration shall be refrigerated in a secure area.

No District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until the student's parent/guardian submits a completed and signed School Medication Authorization Form. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school related function other than as provided for in this Handbook and Board Policy.

Each time medication is administered to a student, it shall be documented in the student's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication. 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.

### **Self-Administration of Medication**

A student may possess an asthma inhaler prescribed by his/her doctor for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self Administration Form. The parent/guardian must also provide the school with the prescription label containing the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered.

A student may possess an epinephrine auto-injector (EpiPen®), provided the student's parent/guardian has completed and signed an Authorization for Student Self Administration Form and provided written authorization from the child's physician, physician assistant, or advanced practice nurse. This medical authorization must contain the name and purpose of the EpiPen, the prescribed dosage, and the time(s) at which or the special circumstances under which the EpiPen is to be administered.

The information provided shall be kept on file in the office of the school nurse or, in the absence of a school nurse, the school's administrator.

The school and District shall incur no liability, except willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

The parent(s)/guardian(s) will be responsible at the end of the treatment regime for removing from the school any unused medication that 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.

Nothing in the Board policy or Handbook shall prohibit any school employee from providing emergency assistance to students including administering medication.

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.

Parent(s)/guardian(s) are encouraged to notify the Section 504 coordinator if their child has a chronic condition such as asthma, diabetes, or other health condition that substantially limits one or more major life activities so that the child can be evaluated pursuant to Section 504 to determine eligibility for a Section 504 plan. The Section 504 coordinator for the Junior High school is Dan Ayer (**217-453-2231**).

## **BULLYING, INTIMIDATION, AND HARASSMENT**

### **Bullying, Intimidation, and Harassment Prohibited**

It is against the policy of the Board of Education for any student, employee, or other person, male or female, to harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; age; religion; creed; ancestry; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic or other protected group status. The Board will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating hostile, or offensive educational environment. Examples of prohibited conduct include, but are not limited to, name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or employing hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student engaged 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: (1) denies or limits the provision of education aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status or; (2) has the purpose or effect of: substantially interfering with a student's education environment; creating an intimidating, hostile, or offensive educational environment; depriving a student of education aid, benefits, services, or treatment; or making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Students who believe they are victims of harassment, bullying, or intimidation or have witnessed harassment, bullying or intimidation are encouraged to report or discuss the matter with the student Nondiscrimination Coordinator, Building Principal, or Complaint Manager. Students may choose to report harassment, bullying, or intimidation 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.

**Nondiscrimination Coordinator**

Dr. Kent Young, Superintendent  
Nauvoo-Colusa CUSD 325  
2461 North State Highway 96  
Nauvoo, Illinois 62354  
217-453-2231

**Complaint Managers**

Dr. Kent Young, Superintendent  
Nauvoo-Colusa CUSD 325  
2461 North State Highway 96  
Nauvoo, Illinois 62354  
217-453-2231

Dan Ayer, Principal  
Nauvoo-Colusa CUSD 325  
2461 North State Highway 96  
Nauvoo, Illinois 62354  
217-453-2231

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, bullying, or intimidation of any kind.

Any District employee who is determined, after an investigation, to have engaged in harassment, bullying, or intimidation will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in 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 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.

**Bullying**

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

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

1. During any school sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

#### **Bullying, Intimidation, and Harassment Procedures**

1. A student who is being bullied is encouraged to immediately report it orally or in writing to the Building Principal, School Psychologist, Social Worker, Classroom Teacher, District Complaint Manager, or any staff member with whom the student is comfortable speaking.
2. Anyone who has information about actual or threatened bullying is encouraged to report it to the Building Principal, School Psychologist, Social Worker, Classroom Teacher, District Complaint Manager, or any staff member with whom the student is comfortable speaking.
3. Complaints will be kept confidential to the extent possible given the need to investigate.
4. Parents/guardians will be contacted by phone or written correspondence if the situation warrants.
5. Disciplinary action will be taken if the situation warrants.
6. Students who make good faith complaints will not be disciplined.

#### **Bullying, Intimidation, and Harassment Can Include, But Is Not Limited, to these Behaviors:**

- Emotional - being actively unfriendly, excluding, tormenting
- Physical - pushing, kicking, hitting, punching or any violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually orientated comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumors, teasing
- Cyber - Internet misuse through offensive website postings, e-mail, and instant messaging. Misuse of mobile phones through text messaging, camera and video facilities, etc
- Property - damage to or hiding or another's property

### **The Role of Parents**

- It is clearly helpful where parents/guardians are able to support the values and measures represented within this policy and to discuss relationships, incidents, and concerns in the same light.
- Parents/guardians, who are concerned that their student may be being bullied, or may be a perpetrator of bullying, should contact the Building Principal immediately. We advise against contacting other parents/guardians to sort out matters.

### **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.

### **Curriculum and Appropriate Online Behavior**

The use of the District's electronic networks shall be (1) consistent with the curriculum adopted by the District as well as the 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. As required by federal law and Board Policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. 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, including files deleted from a user's account but not erased, may be monitored or read by school officials. Any web based e-mail accounts are banned from student use unless otherwise approved by the superintendent or designee for school 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.

In addition, the Building Principal or designee may require a student to provide his/her social networking log-in, including password, if there is reasonable cause to believe the student's social networking account contains evidence that the student has violated the student code of conduct.

### **Authorization for Electronic Network Access**

Each student and his/her parent(s)/guardian(s) must sign the District's *Authorization for Electronic Networks Access* before being granted unsupervised access.

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* 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. Making threats or harassment
  - l. Using the network for commercial or private advertising;
  - m. Accessing, submitting posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material; and
  - n. 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.
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. The Parties using the Internet have no expectation of privacy rights in their use of the internet in any communications.

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 AND PARENT(S)/GUARDIAN(S) 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* 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 1 and 2. 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.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Any student may file a discrimination grievance by using Board Policy 2:260, *Uniform Grievance Procedure*, described in this Handbook.

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*.

## **SEX EQUITY POLICY**

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

Any student may file a sex equity complaint by using the Board Policy 2:260, *Uniform Grievance Procedure*, described in this Handbook. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education.

## **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 any one of the following:

- ✓ Title II of the Americans with Disabilities Act;

- ✓ Title IX of the Education Amendments of 1972;
- ✓ Section 504 of the Rehabilitation Act of 1973;
- ✓ Title VI of the Civil Rights Act.
- ✓ Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972).
- ✓ Bullying, 105 ILCS 5/27-23.7.
- ✓ The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children.
- ✓ Curriculum, instructional materials, and/or programs.
- ✓ Provision of services to homeless students.
- ✓ Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
- ✓ Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Title I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C Section 2000ff et seq.).

Additional provisions, including those applicable to employees and applicants for employment, may be found in board policy. 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. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

### **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 any District Complaint Manager. If the Complaint involves accommodation of disability or discrimination on the basis of disability, the complaint may be referred to the ADA Coordinator who will follow the grievance procedure. 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.

### **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 investigatory meetings 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.

The Identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business 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 this policy. The Superintendent shall keep the Board informed of all complaints.

### **Decision and Appeal**

Within 5 school business 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 10 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 30 school business 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 business days of the School Board's decision, the Superintendent shall inform the Complainant of the School Board's action. .

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.

Discrimination concerns should be directed to the Nondiscrimination Coordinator or the Complaint Manager:

### **Nondiscrimination Coordinator**

Dan Ayer, Principal  
Nauvoo-Colusa School District #325  
2461 North State Highway 96  
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217-453-2231

### **Complaint Managers**

Dr. Kent Young, Superintendent  
Nauvoo-Colusa CUSD 325  
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## **STUDENT RECORDS**

The Illinois School Student Records Act ("ISSRA"), the Family Educational Rights and Privacy Act ("FERPA"), and the regulations issued pursuant to these laws require that the Board of Education adopt a Student Records Policy ("Policy"). The Board of Education has adopted a Policy and implementing procedures that are available upon request from the school office, as well as on the District website.

### **Records Custodian**

The Dr. Kent H. Young, Superintendent is the official records custodian of the school where your child is enrolled.

## Annual Notification of Rights

School student records are confidential and information from them will not be released other than as provided by law. The school and district routinely discloses “directory” type information without consent. The District has designated the following as Directory Information:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Promotion programs; and
- Sports activity sheets, such as for basketball, volleyball, baseball, and track.

If a student’s parent/guardian wants to prohibit or limit the District’s release of any or all of his/her child’s Directory Information, the parent/guardian must inform the District in writing to the Building Principal within 30 days of the date of this notice that information concerning his/her child should not be released, or that the parent/guardian desires that some or all of this information not be designated as District Information. No Directory Information will be released within this time period, unless the parent(s)/guardian(s) or eligible students are specifically informed otherwise.

The District maintains two sets of school records for each student: a permanent record and a temporary record. The **Permanent Record** consists of basic identifying information concerning the student, his or her parents’ names and addresses, the student’s gender and date/place of birth, academic transcript, attendance record, health record, unique student identifier, scores received on all State assessment tests administered in grades 9-12, and a record of release of this information.

The **Temporary Record** consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The Temporary Record must contain a record of release of information contained in the Temporary Record, scores received on the State assessment tests administered in the elementary grade levels (K-8), a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction, biometric information, information regarding an indicated report pursuant to the *Abused and Neglected Child Reporting Act*, health-related information, and accident reports. The Temporary Record also may include family background information, intelligence test scores, aptitude test scores, psychological and personality tests results, elementary and secondary achievement level test results, participation in extracurricular activities (including any offices held in school-sponsored clubs or organizations), honors and awards received, **Permanent Record—see above.]** other disciplinary information, special education records, records associated with plans developed under Section 504 of the *Rehabilitation Act of 1973*, and any verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the education of the student.

Parents/guardians will be notified of the destruction schedule of the student’s records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for sixty (60) years. Temporary records are kept for the period of their usefulness to the school, but in no case less than five (5) years after the student leaves the District. Student temporary records are reviewed by the District every four (4) years or when a student changes attendance centers. A parent/guardian has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.

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 arrange 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 \$0.25 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 is 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.

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; and (3) the name and contact information of the official records custodian.

**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 demonstrable educational or administrative interests in furtherance of that interest. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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.

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.

Disclosure is also permitted without consent to: any person for the purpose of research, statistical reporting or planning, provided that such research, statistical reporting, or planning, is permissible under and undertaken in accordance with FEPPRA; 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, which is limited to:

- Student Name
- Student Address
- Student Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses, electronic addresses, and telephone numbers
- Academic awards, degrees, and honors
- Information in relation to school-related activities, organizations and athletics
- Major field of study
- Period of attendance in school
- Photographs, videos, or digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that have appeared in school publications. (However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent/guardian or student, as applicable, and an image on a school security videotape recording is not Directory Information.)

The District will release Directory Information to the general public from time to time, including by way of

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 students are specifically informed otherwise.

**6. The right contained in this statement:** No person may condition the granting or withholding of any right, privilege, 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 EXAMINATIONS, EYE EXAMINATIONS, IMMUNIZATION, AND EXCLUSION OF STUDENTS**

### **Health Examination & Immunizations**

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 Illinois Department of Public Health rules:

1. Within one year prior to entering kindergarten or first grade;
2. Upon entering the sixth and ninth grades; and
3. Prior to enrolling in an Illinois school, regardless of the student's grade.

Parents/guardians 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).

The required health examinations must include a diabetes screening (diabetes testing is not required) and for 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.

Students and their parent(s)/guardian(s) are encouraged to comply with the above requirements by the first day of the school year. Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. However, if the student is an out-of-state transfer student and does not have the required proof before October 15, then the student may only attend classes if he or she has proof that an appointment for the required vaccinations has been scheduled with a party authorized to submit such proof. If the proof of a health examination is not submitted within 30 days after the student is permitted to attend classes, then the student will be excluded from school until the proof is submitted. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school.

Students and their parent(s)/guardian(s) are encouraged to comply with the above requirements by the first day of the school year. If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.



### **Dental Examination**

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist at least 60 days before May 15 of the current school year.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### **Exemptions**

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. A student may be exempted from the eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist. A student may be exempted from the dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

The District will provide notice to parents/guardians of the date and type of any non-emergency, invasive physical exam or screening that is required (1) as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students. Parents/guardians have the right to object to invasive physical exams or screenings. Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a properly authorized hearing, vision, or scoliosis screening.

Illinois law requires that students enrolling in kindergarten and any student enrolling for the first time shall have an eye exam by a licensed optometrist or by a physician licensed to practice medicine in all of its branches, by October 15<sup>th</sup> of the current school year. Vision 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 form indicating that an examination has been administered within the previous 12 months.

### **Vision and Hearing Screening**

Vision and hearing screenings are completed annually on students in the grade levels are listed. The vision and hearing screening programs are for the purpose of the identification and prevention of vision and hearing impairments in students. Screenings are a limited process and do not diagnose visual or auditory problems, but rather indicate a potential need for further evaluation.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

The screenings are a school health requirement of the Illinois Department of Public Health. Parents/guardians wishing to object to this examination for religious reasons must submit to the school a written statement that fully sets forth the religious belief that is the basis for the objection.

Vision screening is required annually for all children in kindergarten and second (2nd) and eighth (8th) grades, all children in special education, children new to the district, and teacher or parent/guardian referrals.

Hearing screening is required annually for all children in kindergarten and first (1st), second (2nd), and third (3rd) grades, all children in special education, children new to the district, and teacher or parent/guardian referrals.

**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 4 business days 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 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**

This is to inform you of the status of the District’s 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 at each District building. 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 Junior High School (217-453-2231).

### **Sex Offender and Violent Offender Notification**

Information about sex offenders and violent offenders against youth is available to the public. You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police’s website at: [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/).

