

North Boone Middle School



Student- Parent Handbook

June 22, 2011

District Information

MISSION STATEMENT OF NBCUSD #200

The Mission of the North Boone educational community is to provide exceptional experiences that vigorously develop the minds and character of the 21st Century learner.

NORTH BOONE COMMUNITY SCHOOLS

North Boone Community Unit School District #200 consists of six educational facilities: three K-4 buildings, one 5-6 building, one 7-8 building, and one high school.

North Boone High School (9-12)

17823 Poplar Grove Road
Poplar Grove, IL 61065-9018
(815) 765-3311 Fax # 765-3316
Christine Troller – Principal
Jacob Hubert—Assistant Principal

North Boone Middle School (7-8)

17641 Poplar Grove Rd
Poplar Grove IL 61065
(815) 765-9274 Fax# 765-9275
Dr. Bridget Belcastro – Principal
Lindsay Abbeduto – Assistant Principal

Capron Elementary School (K-4)

200 North Wooster Street
Capron, IL 61012
(815) 569-2314 Fax # (815) 569-2633
Matt Klett – Principal

North Boone Upper Elementary School (5-6)

6200 North Boone School Road
Poplar Grove IL 61065-8548
(815) 765-9006 Fax # (815) 765-2496
Dr. Bridget Belcastro – Principal
Lindsay Abbeduto – Assistant Principal

Manchester Elementary School (K-4)

3501 Blaine Road
Poplar Grove, IL 61065-9492
(815) 765-2826 Fax # (815) 292-3334
Kristi Crawford – Principal

Poplar Grove Elementary School (K-4)

208 North State Street
Poplar Grove IL 61065-0039
(815) 765-3113 Fax # 765-1604
Dr. Sharon Olds – Principal

BOARD OF EDUCATION

The members of the Board of Education, as legal officials of the State of Illinois, duly elected by the people of our district, are obligated to the youth and adults of our District to ensure that their educational needs are met in the best possible manner. We will exhibit leadership in all endeavors toward the improvement of the District's education program and facilities.

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

The Board of Education of North Boone Community School District #200 meets regularly on the 3rd Monday of every month at 6:30 p.m. in the North Boone Administrative Building.

Members of the Board of Education are:

Denise Balsley	623-6440	Amy Morris	292-3033
Collin Crull	633-2299	Donald Ward	765-2850
Glen Gratz	569-2816	Laura Zwart	389-3883
Tom Kinser	713-1579		

CENTRAL OFFICE ADMINISTRATION

The District's Central Office is located in the same building as the middle school. They physical address is: 17641 Poplar Grove Rd, Suite A, Poplar Grove, IL;

Phone (815) 765-3322, Fax # (815) 765-2053. The Central Office staff is:

Dr. Steve Baule, Superintendent
Mrs. Cathy Nelson, Business Manager
Mr. Jim Novak, Facilities Engineer Coordinator
Mr. Ed Mulholland, Transportation Coordinator
Ms. Dianne Mulligan, Executive Secretary to the Superintendent
Mrs. Mary Walraven, Assistant Bookkeeper

EMERGENCY DISMISSALS AND CLOSING OF SCHOOL

The Superintendent or designee is authorized by the School Board to close the schools in the event of hazardous weather or other emergencies that present threats to the safety of students and/or staff members.

The following procedures will be in effect in the event that schools (or a school) must be closed for reasons beyond our control.

1. In the event a school day must be shortened each building principal will be notified and public announcements will be made.
2. In the case of an emergency closing, parents of students in grades K-5 will be contacted unless otherwise directed. Parents may waive the opportunity to be notified of emergency dismissals.
3. In the event severe snow or ice makes roads impassable, notice will be made by radio and television concerning which routes will be served and to what points parents/students might come to meet buses.
4. In the event that inclement weather prevents the opening of school as scheduled an announcement of the late start or the radio and television stations will make closing.

The same procedures will be used if a single building must be closed for some reason, such as furnace trouble.

TV	WREX-TV	13	Radio	WROK	1440AM
				WMCW	1600AM
	WTVO-TV	17		WZOK	97.5FM
				WRWC	103.1FM
	WIFR-TV	23		WGEZ	1490AM
				WBEL	1379AM

CALENDAR FOR 2011/2012 SCHOOL YEAR

1 st Day for Students	08/17/11
Labor Day Holiday (No School)	09/05/11
Parent Conferences (4:00 p.m. – 7:30 p.m.)	10/05/11
Teachers Institute (No Student Attendance)	10/07/11
Columbus Day Holiday (No School)	10/10/11
Early Release – School Improvement Day	10/12/11
Parent Conferences (4:00 p.m. – 7:30 p.m.)	10/13/11
End of 1 st Quarter	10/14/11
Thanksgiving Vacation (No School)	11/22/11-11/25/11
Early Release – School Improvement Day	12/14/11
HS Semester Exams	12/19/11-12/21/11
End of 1 st Semester	12/21/11
Emergency Day	12/22/11
Winter Break (No School)	12/23/11-01/04/12
School Resumes	01/05/12
Teachers Institute (No Student Attendance)	01/13/12
Martin Luther King Day Holiday (No School)	01/16/12
Parent Conferences (4:00 p.m. – 7:30 p.m.)	02/16/12
Parent Conferences (8:00 a.m. – 12:00 p.m.) (No Student Attendance)	02/17/12
President’s Day Holiday (No School)	02/20/12
Teacher Institute (No Student Attendance)	03/02/12
Early Release – School Improvement Day	03/07/12
End of 3 rd Quarter	03/09/12
Spring Break (No School)	03/26/12-03/30/12
School Resumes	04/02/12
Non-Attendance Day (No School)	04/06/12
Early Release – School Improvement Day	05/09/12
HS Semester Exams	05/21/12-05/23/12
High School Baccalaureate (7:00 p.m.)	05/21/12
High School Graduation (7:00 p.m.)	05/22/12
Last Day of Student Attendance (Assuming No Snow Days)	05/24/12
Memorial Day Holiday (No school)	05/30/11
End of 2 nd Semester	05/24/12
Memorial Day Holiday (No school)	05/28/12
Emergency Days	05/25/12-06/01/12

CIVIC RIGHTS

North Boone High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The principal has been designated to handle inquiries regarding the nondiscrimination policies for Section 504 and Title IX. For Title IX inquiries, North Boone High School may also refer to the assistant secretary for civil rights in our notification in addition to or in lieu of the principal.

SCHOOL FEES

	<u>K – 6</u>	<u>7 – 8</u>	<u>9 - 12</u>
Book Rental, Course, and Activity Fee (PE and Hall Lock Rental for HS included)	\$90.00	\$120.00	\$250.00
Cheerleading and Athletic Participation Fee	N/A	\$70.00*	\$100*
Extracurricular Club Fee	N/A	\$5.00	\$10.00
Agriculture FFA Membership	N/A	N/A	\$35.00
Replacement Gym Uniform	N/A	\$15.00	\$15.00
Replacement Agenda Organizer	\$8.00	\$10.00	\$8.00
Student Parking Fee	N/A	N/A	\$100
Schedule Change Fee	N/A	N/A	\$45.00
Replacement Lunch Card	\$2.00		
Student Lunch		\$2.00, reduced lunch \$0.40, additional milk \$0.30	

* Sports fees are capped at \$175/student at the middle school level and \$250/student at the high school level. A \$500 cap per family is also considered in the above.

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of schoolbooks or other school-owned materials.

Academic Fees

Fees for textbooks, other instructional materials, and the classroom portion of driver’s education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student is denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meeting the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment.

Non-Academic Fees

Fees for extra-curricular activities, behind the wheel portion of driver’s education, parking permits, schedule changes and yearbooks will not be waived. These fees must be paid in full prior to participation in extra-curricular activities, behind the wheel driving, receipt of the parking permit, schedule change or yearbook.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to state law and ISBE rule and that provisions for assisting parents/guardians complete the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when:

1. 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, 42 U.S.C. §1758; 7 C.F.R. Part 245 et seq.; or
2. The student or student’s family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

Verification

The Superintendent or designee must follow the verification requirements 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to The National School Lunch Act.

Applications which have been submitted and/or approved after the first quarter of the school year will only apply to the quarters after the waiver is approved. It will be the responsibility of the parent(s)/guardian(s) to pay all fees for the prior quarters.

Determination and Appeal

The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the District office.

EMERGENCY DRILLS

Emergency drills, such as bomb threat, fire, intruder, and tornado drills, are planned, and regular practice drills are held. This is in accordance with the recommendations of the Illinois State Board of Education and the local fire departments.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status. 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want

changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FIELD TRIP POLICY

Teachers periodically take their students on field trips to places that will enrich their educational experience. Such places include museums, theaters, and the courthouse to name a few. Due to the fact that there is frequently limited space on these trips, we have to take into account the grades of our students. Hence, those who are struggling academically need to be in school every day to ensure that they pass the required classes to graduate.

Parents/legal guardians will be required to sign a form in order for their child to be eligible to attend our field trips, should one be organized at any point throughout the semester. However, it is also important that your child understand that if he or she is achieving a "below average" or "failing" grade (D or F) within

one week of the trip date, that they will not be able to participate. Moreover, if he or she does not complete the Field Trip Permission Slip, he or she will not be allowed to attend said field trip.

ASBESTOS

All buildings in North Boone Community Unit District #200 are in compliance with federal and state regulations regarding the abatement and containment of asbestos materials. Asbestos management plans, as well as all inspection documents, are maintained in each building for inspection.

CELLULAR TELECOMMUNICATION DEVICES AND ELECTRONIC PAGING DEVICES

Cell/digital phones, pagers and other electronic signaling devices will be confiscated if seen throughout the school day, whether the student is in class or not. This means cell phones need to be properly secured in a student's locker between the first period bell and final bell of the school day, whether or not the student is currently in class.

CLASSROOM VISITS

The Board and staff of the North Boone School District welcome members of the community and other interested persons to visit our schools.

- A. Please make prior arrangements with the teacher and/or the principal if you would like to observe a class or meet with the teacher(s) and/or principal.
- B. Parents are encouraged to visit. On occasion, conferences will be called by a staff member or requested by the parent when it is necessary to discuss concerns.
- C. Guests of students other than parents need to be pre-approved by the principal.
- D. Students and teachers should immediately direct visitors, strangers, and vendors who enter the school building to the main office.
- E. When visiting, we ask that you follow these guidelines:
 - 1. Parents must give the teachers prior notice of the visit.
 - 2. Limit the time of the visit to one hour or less.
 - 3. Arrange a baby-sitter for other young children
 - 4. Remember a visit is for class observations, not a conference time with the teacher.
 - 5. Wear a button provided by the office indicating that you are a visitor.
 - 6. Sign in and out on a form located in the office.

CONCERNS/COMPLAINTS AND THEIR RESOLUTION

Many times parents have concerns about how things are handled in school. The following procedures should be used to insure that concerns are handled promptly and directly.

- Step 1 Talk to the teacher or teachers directly involved with the concern. Most matters can be resolved with a parent/teacher discussion.
- Step 2 If a parent and teacher cannot resolve the concern, speak with the Building Principal.
- Step 3 In the event the problem is still not resolved, contact the Superintendent.
- Step 4 Matters that cannot be resolved in the first three steps are usually matters that involve school policy. School policy is set by the Board of Education. It is at this time that the matter should be brought to the attention of the Board for review.

COMPUTER AND INTERNET USE AGREEMENT

The North Boone C.U.S.D. 200 wishes its students to have full access to technology in its schools at all levels. Certain rules and standards must be followed in order to maintain the integrity of the programs offered and to train students in the proper utilization of technology and respect for the rights and property of others. Only district personnel, students and volunteers given authorization by the principal of the building where the computer is being used shall be allowed access to use the district's computer equipment. Users must have a signed contract on file.

Expected Behavior

Students are responsible for appropriate behavior on the school's computers just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth by the district. The use of the computer network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents and teachers to see.

Students will receive instruction regarding the appropriate use of computers and electronic networks. All students and their parents will be required to sign an agreement to abide by the rules and procedures as well as consent to use electronic networks e.g. the Internet, E-mail.

HAZARDOUS AND INFECTIOUS MATERIALS

The Superintendent shall take all reasonable measures to protect; (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

ELECTRONIC MONITORING DEVICES

North Boone Community Unit District #200 reserves the right to use electronic monitoring devices to enhance school security. Currently, some of our schools and the school buses are equipped on a rotating basis with cameras.

ELCECTRONIC NETWORK ACCESS

Basic Computer Use

Every student will be given access to the district's computer network. It is expected that students will follow the general rules of student conduct that are outlined in the student handbook when using the district's computer network.

Off-Campus Computers

While home-based student web sites and other uses of home-based computers are regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

Using a home-based or other off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be determined, the school will implement appropriate consequences as defined in the Acceptable Use Policy and the student discipline code.

As computer use is a privilege, such violations may result in suspension, expulsion, or other discipline, as noted, based upon the seriousness of the offense's impact or the threat's ability to have caused material and/or substantial disruption were it carried out.

Internet Access

The North Boone CUSD #200 provides access to the Internet for educational use, and is in compliance with the Children's Internet Protection Act (CIPA) of 2001. In order to use these services, each student and their parent/guardian must read and sign the following:

For Parent/Guardian(s)

I (We) understand that access to the Internet via the North Boone CUSD #200 network is for educational purposes only. I (We) also recognize that it is impossible to eliminate controversial material, and that it is impossible for the District to restrict access to all controversial materials. I (We) will hold harmless the District, its employees, agents, or Board members, for any harm caused by material or software obtained via the Internet. I (We) accept full responsibility for supervision if and when my child's use is not in a school setting. I have read the information provided in the following section ("For the Student") and understand that a violation of these rules may result in the loss of Internet access or computer privileges, or disciplinary action in accordance with the rules set forth in the student handbook and District policy.

For the Student

As a student in the North Boone CUSD #200, I understand that access to the Internet via the District's network is a privilege, not a right, and may be revoked if I choose to use my Internet access in a manner that violates the rules set forth in the student handbook and district policy. Furthermore, I understand that I am expected to use my Internet access in a responsible manner, which includes, but is not limited to the following:

- Not accessing/downloading games or other non-educational materials
- Not attempting to gain access to unauthorized resources or entities
- Not invading the privacy of individuals
- Not using another user's account or password

This authorization is valid for the entire time my child/ward is enrolled in the
North Boone School District.

ENROLLMENT OF STUDENTS IN FAMILY, LIFE, AND SEX EDUCATION CLASSES

Classes or Courses on Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue, Blood Donor, and Transplantation

For your information, all classes that teach sex education emphasize that abstinence from sexual activity is the expected norm. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Request to Examine Instructional Material

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, submit a written request to your child's classroom teacher.

Class Attendance Waiver Request

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you wish for your child to not participate in a portion of these classes or courses, submit a written request to the school administration identifying which aspect of the classes: sex education, family life instruction, instruction on diseases, recognizing and avoid sexual abuse, or instruction on donor programs for organ/tissue, blood donor, and transplantation, you wish for your child not to participate in.

HARASSMENT

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, national origin, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the 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 name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

Sexual Harassment Prohibited

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal,

Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

The Superintendent shall be the District Nondiscrimination Coordinator.

Dr. Steven Baule, Superintendent

17641 Poplar Grove Rd, Ste A, Poplar Grove, IL 61065

(815) 765-3322

HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months an annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

PLEDGE OF ALLEGIANCE

According to Public Act 92-0612: The Pledge of Allegiance shall be recited each school day by pupils in elementary and secondary educational institutions supported or maintained in whole or in part by public funds. If you desire for your child to not participate in this daily activity, please inform the school administration. While a child has the right not to recite the Pledge of Allegiance, all students will be required to stand during the pledge.

PREVENTING BULLYING, HARASSMENT, AND INTIMIDATION

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. The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
 - a. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
 - b. 7:310, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing or intimidating a student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

RELIGION

Among other things, students may read their Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during the lunch hour or other noninstructional time to the same extent that they may engage in nonreligious activities.

SEARCH AND SEIZURE

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

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

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

Students

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

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

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

Seizure of Property

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

SEX OFFENDER REGISTRATION

You may obtain information on registered sex offenders living within the school district by logging on to the Illinois State Police website at www.isp.stateil.us/sor.

SPORTING EVENTS ADMISSION

	<u>High School Events</u>	<u>Middle School</u>
General Admission	\$4.00	\$2.00
Student Admission	\$3.00	\$1.00
Senior Admission (60 or over)	\$3.00	Free
Family	N/A	\$5.00

Green Machine Students with Spirit Club Attire \$1.00*

* Up to 3 games free at Principals discretion

District-Wide Student Sports Pass

\$30.00 per Student/Senior Citizen (60 or older)/ \$50.00 per Adult

(Good for any district-wide home game for Middle or High School Students for the current school year – tournaments excluded).

SPORTSMANSHIP

PARENT CODE OF CONDUCT

Often we lose sight of the goals of the athletic program and winning AT ALL COSTS becomes the only goal. When this happens we lose much of what is valuable about our extra-curricular athletic program and we jeopardize the other goals of the athletic program. We expect parents to model positive attitudes and be role models of sportsmanship to their children who participate in the sports program in the North Boone School District. Parents are asked to please refrain from second-guessing and criticizing the coach in front of the student athlete. Parents who wish to criticize the coach's strategy or decisions must make an appointment to visit the coach on a day following the game in question. Coaches will not discuss parent complaints or criticisms on the day of the game. State law prohibits fans and parents from touching a coach, player, official, or spectator in a provoking manner.

RULES FOR SPECTATORS AT NORTH BOONE GAMES

This includes parents, students, and guests.

Behaviors that are encouraged:

1. Shouting encouragement to the players and to the team.
2. Cheering with the cheerleaders.
3. Generally showing positive behaviors towards the teams, both home and away.

Behaviors to avoid:

1. Coaching the students from the sidelines that contradict the instruction of the coach.
2. Distracting members of the opposing team.
3. Verbally questioning the calls of officials.
4. Showing disrespect to the officials or coaches by your yelling; no obscenities will be tolerated.
5. Yelling negatively at your child in front of the fans.
6. Vocally questioning the coach's strategy and decisions in such a way that it could be embarrassing to the coaches and to the school.

7. Students who leave the building will not be allowed to return.
8. Drinks are not allowed in the gymnasium.
9. There will be no smoking in any buildings or on any grounds of NBCUSD #200. (State Law)

*Fans who display the above negative behavior may draw a technical foul for the home team. **The fans that display the above behavior may be warned or asked to leave the game.***

STUDENT ATHLETES

The student's obligation:

1. I have read the rules in the "Athletic Handbook" and any other rules given by the coach and agree to abide by all conduct rules that have been set for the team.
2. I agree to perform to the best of my abilities, in sports, in the classroom, and in the community.
3. I agree to demonstrate a positive attitude and good sportsmanship both in school and in the sport.
4. If I have a complaint I will discuss this with my coach first.
5. I understand that if I do not abide by these rules I may be suspended from the team or asked to withdraw from the sport.
6. I understand that either bad conduct or poor grades at any school activity may cause me to be suspended from play.
7. I will follow the coach/sponsor's instructions, playing techniques, training schedule and safety rules for the above sport or activity.
8. I agree to return my uniform promptly at the end of the season, clean and in good condition.
9. I acknowledge that I am aware that participation in the above sport or activity may involve **many risks of injury**. A serious injury may result in physical impairment or even death. I hereby assume all risks associated with participation and agree to hold the North Boone School District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in the above activity or sport. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

The parents' obligation:

1. I have reviewed the rules and schedule including the "Rules For Spectators" At North Boone Games" in the "Athletic Handbook".
2. I have reviewed the contract above with my child. I agree with them and will work cooperatively with the school and coach to see that the rules are enforced.
3. If I disagree with the coach I will share my opinion in a respectful manner and will avoid yelling and abusive language.
4. I authorize the school and its personnel and volunteers to administer emergency treatment in the event of an injury and to take my child to the most accessible hospital for treatment when this is necessary in the judgment of the individual in charge.
5. I agree to reimburse the district for the replacement cost of the uniform if my child does not return it or if the uniform is damaged due to neglect or abuse. (Grades, report cards, and participation in graduation ceremony will be withheld and the student banned from all further participation in extra-curricular activities in the event that uniforms are not returned or damages not paid for.)

6. I am the parent(s)/guardian(s) of the above named student. I have read the above Agreement to Participate and understand its terms. I understand that all sports can involve many **RISKS OF INJURY**. In consideration of the School District permitting my child/ward to participate in the above sport or activity, I agree to hold the North Boone School District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation of my child/ward in the above sport or activity. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above mentioned sport/activity.

TEACHER QUALIFICATIONS

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. The following qualifications apply:

1. Each teacher must:

a. Have a valid Illinois certificate that legally qualifies the teacher for the duties for which the teacher is employed.

b. Provide the District Office with a complete transcript of credits earned in institutions of higher education and, annually by October 1, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.

c. Notify the Superintendent of any change in the teacher's transcript.

2. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be *highly qualified* for those assignments as determined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified and *highly qualified* for their assignments;

2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and

3. Ensure parent/guardians of students in schools receiving Title I funds are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. You may request the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

TELEPHONE MESSAGES

Teachers and students **will not** be called to the telephone during school hours, except in case of extreme emergency. Staff members **will** be notified of your call and will return such calls at the first opportunity. Messages for students **will not** be delivered to the classrooms except in an emergency. This is necessary in order to avoid undue interruption in the classroom.

TOBACCO PROHIBITION

The Board of Education prohibits smoking and using tobacco on school property, including school buses. Tobacco shall mean cigarette, cigar, pipe, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked.

UNIFORM GRIEVANCE PROCEDURES

Students, parents/guardians, employees, or community members should notify a District employee, following the channel of authority as set forth in the District's organizational chart, if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute, or Board Policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Individuals With Disabilities Education Act
5. Title VI of the Civil Rights Act
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act)
7. Sexual harassment (Illinois Human Rights Act, title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, programs
10. Victims Economic Security and Safety Act
11. Illinois Equal Pay Act of 2003
12. Provision of services of homeless students

The District employee will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is file, 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

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with a District employee. The District employee 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 District employee shall assist the Complainant as needed.

2. Investigation

The District employee will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the District employee will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school days of the date of the complaint was filed, the District employee shall file a written report of his or her findings with the Superintendent. The District employee may request an extension of time. If a complain of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

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

Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board of Education by making a written request to the District employee. The District employee shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 10 school days, the Board of Education shall affirm reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the Board of Education's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a Board of Education hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

VISITING OUR SCHOOL

When visiting our school for any reason you will need to be “buzzed” in as we keep a secure building during the school day. You will need to identify yourself before being let into the building. We ask that you then check in with the main office upon arrival inside our school. We request that you sign in and wear a visitor sticker provided by our office indicating that you are a visitor. When your visit is complete, please sign out. We thank you for your assistance in helping us maintain a safe school environment.

SCHOOL VISITATION RIGHTS ACT

820 ILCS 147

147/1. Short title

This Act may be cited as the School Visitation Rights Act.

147/5. Policy

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

147/10. Definitions

As used in this Act:

- (a) “Employee” means a person who performs services for hire for an employer for:
 - (1) at least 6 consecutive months immediately preceding a request for leave under this Act; and
 - (2) an average number of hours per week equal to at least one-half the full-time equivalent position in the employer’s job classification, as defined by the employer’s personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months.“Employee” includes all individuals meeting the above criteria but does not include an independent contractor.
- (b) “Employer” means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or a nonprofit organization.
- (c) “Child” means a biological, adopted or foster child, a stepchild or a legal ward of an employee and who is enrolled in a primary or secondary public or private school in this State or a state which shares a common boundary with Illinois.
- (d) “School” means any public or private primary or secondary school or educational facility located in this State or a state which shares a common boundary with Illinois.
- (e) “School administrator” means the principal or similar administrator who is responsible for the operations of the school.

147/15. School conference and activity leave

- (a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.
- (b) Nothing in this Act requires that the leave be paid.
- (c) For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular school hours and evening hours.

147/20. Compensation

An employee who utilizes or seeks to utilize the rights afforded by this Act may choose the opportunity to make up the time so taken as guaranteed by this Act on a different day or shift as directed by the employer. An employee who exercises his rights under this Act shall not be required to make up the time taken, but if such employee does not make up the time taken, such employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. Employers shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis. Notwithstanding any other provision of this Section, if unpaid leave under this Act conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, an employer may require an employee to make up the leave hours within the same pay period.

147/25. Notification

The State Superintendent of Education shall notify each public and private primary and secondary school of this Act. Each public and private school shall notify parents or guardians of the school's students of their school visitation rights. The Department of Labor shall notify employers of this Act.

147/30. Verification

Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. The State Superintendent and the Director of the Department of Labor shall suggest a standard form of documentation of school visitation to schools for use as required by this Section. The standard form of documentation shall include, but not be limited to, the exact time and date the visitation occurred and ended. Failure of a parent or guardian to submit the

verification statement from the school to his or her employer within 2 working days of the school visitation subjects the employee to the standard disciplinary procedures imposed by the employer for unexcused absences from work.

147/35. Employee rights

No employee shall lose any employee benefits, except as provided for in Section 20 of this Act, for exercising his or her rights under this Act. Nothing in this Act shall be construed to affect an employer's obligation to comply with any collective bargaining agreement or employee benefit plan. Nothing in this Act shall prevent an employer from providing school visitation rights in excess of the requirements of this Act. The rights afforded by this Act shall not be diminished by any collective bargaining act or by any employee benefit plan.

147/40. Applicability

This Act applies solely to public and private employers that employ at least 50 or more individuals in Illinois, and to their employees.

147/45. Violation

Any employer who violates this Act is guilty of a petty offense and may be fined not more than \$100 for each offense.

147/49. Limits on leave

No employer that is subject to this Act is required to grant school visitation leave to an employee if granting the leave would result in more than 5% of the employer's work force or 5% of an employer's work force shift taking school conference or activity leave at the same time.

Student Information

AT RISK STUDENTS

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselor
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- Graduation incentives program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

ATTENDANCE AND TRUANCY

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 7 and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent

or designee. ONLY a parent of legal guardian can request a student's absence from school or request any early release. Verbal communication between the parent and the attendance office must take place before a student is permitted to leave.

A doctor's statement is required for any student whose absences exceed three (3) days.

Absences: There are three types of absences: Parent Verified, Unexcused, and School Excused.

1. Parent Verified Absence is an absence where the parent/legal guardian calls the attendance office to report a student is ill or absent. Pre-excused absences are classified as parent verified absences.
2. School Excuses Absences include:
 - a. An absence verified by a doctor's note that is signed by the physician. If the note is faxed, it must be faxed from a physician's office – if altered, student will be subject to disciplinary action.
 - b. Immediate family emergency illness with written documentation from the doctor or hospital.
 - c. Illness at school excused by a school nurse.
 - d. Deaths and funerals for family members.
 - e. Funerals for close friends arranged in advance by a parent.
 - f. Religious observances that are not available outside of school hours; documentation of the event must be submitted.
 - g. Court appointments and hearing with documentation.
 - h. College Visits: Students in the 11th grade are allowed one college visit day per year. Students in the 12th grade are allowed two college visit days per year. Documentation must be submitted.
 - i. Suspension days up to twelve (12). Suspension days above twelve will be classified as unexcused absences.

The proper documentation for the excuses listed above must be provided to the attendance office within 24 hours upon return. Failure to do so may result in issuance of an unexcused absence. Students will not be excused for scheduled appointments or vacation during finals.

3. Unexcused Absences are defined as all absences not listed as excused absences or parent verified absences. Students will not be allowed to make up any school work, quizzes, or tests in the case of an unexcused absence.

Any student who exceeds a combination of six (6) unexcused absences and/or parent verified absences per semester will result in a loss of credit for each semester class missed.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with The School Code and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.

2. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in The School Code, Section 26-2a.
4. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.
5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
6. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
7. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
8. An acknowledgement that 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.
9. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
10. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers To and From Non-District Schools*.
11. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

ADDRESS CHANGE

It is important that we have your current address and phone number(s) (work and home) at all times. This information is especially important in cases of emergency. Please notify the school immediately upon changing your address, telephone number(s), or home of who to call in case of an emergency if you are not available. A minimum of three (3) emergency contact numbers must be provided at registration.

ADMISSIONS

New students to the high school/district

Children who are entering the North Boone Community Schools for the first time must present a legal birth certificate. Physical examinations are required and dental examinations are also recommended for students entering kindergarten, fifth, and ninth grades. Students should bring their Social Security number at the time of registration.

Placement

The placement of students in grades subsequent to the first grade will be determined by the School District and in sole discretion of the School District based on standardized test data, student records, and other relevant information.

Residency

Illinois law indicates that a school district must establish free schools to accommodate students who reside within the district. Boards of Education have a statutory duty to charge tuition to the parents or guardians of non-resident students. In the North Boone School District all students are required to verify that they reside within the boundaries of the district and of the specific school to which they attend.

Rulings by courts of law, including the Supreme Court, have resulted in the creation of certain criteria to use in the determination of residency. The general rule is that a student is considered a resident of the school district in which his or her parents live, unless the parents have relinquished complete custody and control of the student to someone else. In all cases, a student does not have the right to attend school tuition-free if the student moved into the school area or district primarily for the purpose of attending a specific school. Custody means that a child lives full-time with a guardian or parent in the district.

Residency is established through physical presence and intent to make that location a permanent residence. A person cannot have a permanent residence in two places at the same time.

Guardianship papers are not sufficient evidence that a student is a legal resident within the district's or individual school's boundaries. The applicant must prove that the guardian has full custody and control of the student for an indefinite period of time. The guardian must also prove that the reason for transfer of custody and control is not related to school attendance.

Transfer Students

The Illinois School Code adds a requirement to the Illinois School Student Records Act. The statute prohibits public schools from denying admission to students who do not present records from a school previously attended and further requires that such schools must furnish requested records to receiving school within fifteen (15) days of request. The responsibility for securing the providing of school records rests with the schools rather than with the student.

NORTH BOONE CUSD #200
2011-2012

DISCIPLINE CODE

The purpose of school is to prepare students with the skills they will need to be successful in life. The objective of the Board of Education in establishing this Discipline Code is to promote a positive and secure learning climate.

North Boone Community Unit School District #200 students are required to attend all classes and participate in selected school activities as responsible school citizens. Respect for all school employees, public property, and respect for the rights and welfare of others must govern pupil actions.

The following rules and regulations are applicable to all North Boone students and apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school, including at designated bus stops, or a school activity, function, or event;
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function; or
5. Anywhere outside of school if a nexus, or relationship, can be proven between the incident and the school.

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

Maintenance of Discipline

Teachers, other certificated educational employees, and other delegated personnel shall maintain discipline in the schools, including school grounds that are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

A school staff member shall immediately notify the Building Principal 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, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s).

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee

shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

Nothing in this section affects the power of the board to establish rules with respect to discipline; except that each board shall establish a policy on discipline, and the policy so established shall provide that a teacher may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self defense or the defense of property and may remove a student from the classroom for disruptive behavior and shall include provisions which provide due process to students.

Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that 10 days written notice of the violation is given such person and a hearing held thereon by the board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offenses at school events.

The teacher will usually enforce discipline within the classroom. Some situations will be referred to the building administrator. This usually will happen when all attempts to correct unproductive behavior have gone unheeded by a student.

Repeated violations of school rules or misbehavior may also constitute gross disobedience or misconduct, thus warranting expulsion or suspension, even though each isolated violation or misbehavior may alone not constitute gross disobedience or misconduct. All out of school suspensions will result in an activity suspension for the student. Additional consequences may be imposed.

The school administrators maintain the authority to use their discretion in dealing with a student who displays unacceptable behavior or conduct. Severity and circumstances of a situation may alter punishment and remediation imposed on the student. Inappropriate student conduct will result in a variety of consequences. The discipline consequences may range from a warning to an expulsion from the North Boone School District. Although some of the consequences are listed and explained below, additional consequences may be used as needed. Disciplinary responses are not negotiable. Noncompliance will result in the next more serious disciplinary response. In extreme situations or for chronic offenders, the administrators may determine an Out of School Suspension not to exceed ten school days as an appropriate punishment to protect the learning environment of the school.

Disciplinary measures may include:

1. Disciplinary Conference.
2. Withholding of privileges.
3. Confiscation of items.
4. Independent Study
5. Reflective Essays or Homework
6. Written Apology
7. Loss of Privileges
8. Peer Mediation

9. Restitution
10. Disciplinary Behavior Contract
11. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
12. Suspension of bus riding privileges, provided that appropriate procedures are followed.
13. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
14. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
15. Notifying parents/guardians.
16. Removal from classroom.
17. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
18. Detention or Saturday School, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher of the Building Principal or designee.

Behavior Definitions

1. **Assault (Verbal):** Using language in a confrontational, threatening, or intimidating manner.
2. **Battery (Physical):** Use of force causing bodily harm to another person, but not mutual combat.
3. **Bullying:** Bullying occurs when a person intentionally injures, demeans, humiliates, or isolates another through physical contact, words, or other means repeatedly and over time.
4. **Dangerous Behavior/Physical Aggression:** Behavior that has the likelihood of causing harm to self or other.
5. **Disruptive Behavior:** Any student action which disrupts the learning environment for short periods of time and/or affects learning opportunities.
6. **Fighting:** The exchange of mutual, physical contact such as pushing, shoving and hitting with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined. The discipline assigned will be determined by the severity of the fight. Failure to stop fighting when directed to do so by an adult may result in a recommendation for expulsion.
7. **Firearms:** Any device using an explosive to propel a projectile that could inflict bodily harm upon others. This includes a starter pistol.
8. **Forgery:** Falsely making or altering a written document or letter, or signing of another person's name to a document.
9. **Gang:** Any group of 2 or more persons whose purpose includes the commission of illegal acts.
10. **Gang Activities:** Participation in any activity that serves to advertise or promote gang activity including the wearing of displaying or jewelry, clothing, signs, or other gang-related items. Subject to discretion of administration.
11. **Harassment:** Making another person anxious by demands, insults, or put-downs whether verbal, physical or written including, but not limited to, notes, emails, postings on websites, text messages, etc.
12. **Hazing:** Any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.
13. **Inappropriate Behavior:** Behavior that is disrupting or inhibiting the education of a student.

14. **Inappropriate Language and Gestures:** Language and gestures which convey grossly offensive, obscene, sexually-suggestive messages, or other suggestive language.
15. **Insubordination:** Action which actively or passively defies a school rule or a refusal to obey a request from staff.
16. **Possession:** Knowingly holding, either with or without rights of ownership, for any length of time.
17. **Public Display of Affection:** Includes behavior such as kissing, fondling, prolonged hugging, embracing, etc.
18. **Racial/Ethnic/Religious Harassment:** Using words, pictures, objects, gestures or other actions demeaning to any religious, ethnic, or racial group.
19. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.
20. **Slander:** A false report maliciously uttered intending to injure the reputation of a person by using written/visual postings on the web, e-mails, text messages, notes, etc.
21. **Tardy:** Not being in your assigned seat when the bell rings.
22. **Truancy:** An unexcused absence. A student who is absent without valid cause for a school day or portion thereof. This includes a class period.
23. **Weapons:** A "weapon" means possession, use, control, or transfer of any object which may be used to cause bodily harm, including, but not limited to, knives, guns, rifles, shotguns, brass knuckles, firecrackers, and billy clubs. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, pens and snowballs may be considered weapons if used or attempted to be used to cause bodily harm.

Consequence Definitions

1. **Activity:** Any school-sponsored event held on or off campus involving students from the school district. An activity suspension takes place concurrently with all out of school suspensions or at the next scheduled event.
2. **Corporal Punishment:** Is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certified personnel are permitted to use reasonable force as needed to maintain safety for students, staff or other persons, or for the purpose of self-defense or defense of property. Corporal Punishment is **NOT ALLOWED** in North Boone Community Unit School District #200.
3. **Detention:** student being required to serve a specific time penalty before or after school for an infraction. A teacher or administrator may assign a detention. A teacher detention is assigned by a teacher and is up to 30-minutes in length. An administrator detention is assigned by the principal/assistant principal and is 50-minutes in length. Students are required to serve all detentions and must arrange for their own transportation. Unserved detentions may result in additional detentions, an out of school, or suspension from an extra-curricular activity. If a student is suspended out of school the detention will still be required upon the student's return to school. Failure to attend a scheduled detention due to employment or extracurricular activities is not acceptable.

- **Saturday Detention:** Students are required to attend school Saturday from 8:30 to 12:30 as a detention.
 - **2-hour Detention:** Students are required to stay at school for two hours after school and will be responsible for arranging their own transportation home.
4. **Expulsion:** The removal of the pupil from school or from riding the bus by the Board of Education for any length of time of more than ten days up to 2 calendar years.
 5. **Extracurricular Code:** An additional set of expectations and consequences for students who represent the North Boone district in activities related to sports, clubs, student government, and other activities outside the regular school day.
 6. **Hearings:** There are three types of hearings that are used in this discipline code:
 - Pre-suspension Hearing--The administrator meets with the student and identifies the rule violation and the evidence against him/her. In some instances parents may be involved in this hearing.
 - Suspension Hearing--The parent requests an administrative hearing to review the incident leading to the suspension and the discipline.
 - Expulsion Hearing--A hearing conducted by the Board of Education to determine if a student should be allowed to remain in school.
 7. **In-School Suspension (ISS):** The temporary removal from classes for up to 5 school days. During the period of time a student is serving in-school suspension, the student shall be excluded from all North Boone School District #200 classes, but not activities (including graduation ceremonies), and practices both on and off-site. Suspended students must make up and complete all assignments as originally required. Term papers and other assignments that would normally be due on a date during the in-school suspension are still due that day. The student must make his/her own arrangements to have the assignment delivered to the teacher on the due date. Assignments turned in after the due date will be graded according to the late policy of the teacher or school or graded zero. Tests and quizzes will be required the day that the student returns to class, unless scheduled to take it during the in-school suspension time. Daily participation grades will be graded zero.
 8. **Out-Of-School Suspension (OSS):** The temporary removal from school or from riding the bus for up to ten days. During the period of time a student is suspended, the student shall be excluded from all North Boone School District #200 classes, activities including graduation ceremonies), and practices both on and off-site.

Suspended students must make up and complete all assignments as originally required. Term papers and other assignments that would normally be due on a date during the suspension are still due that day. The student must make his/her own arrangements to have the assignment delivered to the school on the due date. Assignments turned in after the due date will be graded according to the late policy of the teacher or school or graded zero. Tests and quizzes will be required the day that the student returns to school. Daily participation grades will be graded zero. Parents, guardians, or other responsible persons may pick up work daily at the school office within 45 minutes of the end of the normal school day.

Students who return to school property during suspension will be considered as trespassing.

Students will be given a sign-in sheet that must be signed by all of their teachers to show they have made up the necessary requirements, to include notes, movies, or any other time or material necessary to be present to get credit, missed during their suspension. If they do not get this signed by their teachers, then all school work turned in from the suspension will be graded using a 7.5% penalty loss (the final score will be multiplied by .925).

9. **Searches:** The District reserves the right to search the school grounds, the building, classrooms, lockers, and student property, in accordance with Illinois law, when there are reasonable grounds that the search will produce evidence the student has or is violating either the law or the rules of the school. Police and specially trained dogs may be used for any searches.

Student vehicles while on school property may also be searched if there is a reasonable suspicion that the vehicle contains banned substances or stolen property. Students who refuse to allow their car to be searched will not be allowed to park or drive on school property for a period up to and including the remaining time they are enrolled at North Boone High School.

Inappropriate behaviors requiring consideration of detention(s) for first offense

- a. Dress Code Violations
- b. Public Display of Affection
- c. Inappropriate Behavior
- d. School Environment Disturbance: Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
- e. Bus misconduct:
- f. Cafeteria misconduct.
- g. Vehicle misuse and parking violations: This includes: speeding, reckless driving, failure to yield, etc., and failure to register vehicle in the office, entering parked cars during school day without permission, failure to display parking permit, and parking/driving in other than a designated area. Vehicles parked on school property are subject to search. Refusal to allow search may lead to denial of parking/driving privileges. Excessive vehicle noise, whether from exhaust or amplified noise, will not be permitted on school property.
- h. Inappropriate Language or Gestures.
- i. Electronic devices such as radios, tape recorders, laser lights, CD players, MP3 players, etc. are not allowed during school hours without prior permission from an administrator, whether or not the student is in class, and must be kept in your locker. All such devices will be confiscated.
- j. Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept in your locker.
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if during an emergency.

3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. If a cell phone is confiscated, the district reserves the right to search the cell phone as related to the violation. Example: If a student is texting in class, it may be that a student is sending improper academic information to a peer. The school may search only through the texts. If a student is showing pictures, it may be that inappropriate material is being shown, so a school official may search through the pictures on the phone.
5. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions as defined in state law, i.e., sexting.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

Examples of electronic devices that may be used as study aids include devices with audio or video recording, iPods®, some cellular telephones, laptop computers, and iPads®.

Examples of electronic devices that are **not** used as study aids include: hand-held electronic games, CD players, MP3 players/iPods®, global positioning systems (GPS), radios, and cellular telephones (with or without cameras), and other portable mobile computers capable of transmitting images or pictures.

The school district is not responsible for the loss of theft of any electronic device brought to school.

- k. Not dressing for P.E.
- l. Sleeping in class.
- m. Acts that endanger (Severity could result in suspension).
- n. Food or beverages outside of the commons area.
- o. Not standing during the pledge.
- p. Excessive tardiness.
- q. Truancy. A student will receive a zero for any work given during the time the student is truant. In addition, if a student is truant in excess of three times from the same class, they may be withdrawn from the class.

Serious violations requiring consideration of suspension for first offense

- a. Forgery, lying, writing, or giving false or misleading information to school officials.

- b. Defiance/Disrespect/Insubordination: Insubordination is defined as a refusal to obey a school rule, regulation, a continual ignoring of school rules, or the ignoring or refusal to obey a directive of a teacher or school official. This also includes obscene, inappropriate language or gestures toward staff members.
- c. Cheating or copying from another student's work or from prepared material explicit to the examination being taken or plagiarism. This also includes allowing students to copy from one's own work. Students will receive a zero (0) grade for the test, quiz, or assignment.
- d. Pornography.
- e. Possession of matches/lighter.
- f. Verbal abuse.
- g. Any continuous misbehavior of any sort.
- h. Any single event or misbehavior of a serious nature.
- i. Skipped detention.
- j. Excessive referrals. Every fifth referral may amount to an ISS.
- k. Misuse of computers by attempting to gain access to unauthorized sites or unauthorized use of computers. Additionally, students may either lose or have access limited to computers in the district.
- l. Racial comments, slurs or derogatory comments.

For the following violations, administration may additionally notify Law Enforcement Authorities if it is determined that a law may have been violated. If any of the following offenses are of such a serious nature, an administrator may recommend for expulsion.

- m. Sexting
- n. Fighting or inciting mob or group action: (students who engage in physical contact to inflict harm on another person). This may be deemed a battery. A person commits battery if he/she intentionally or knowingly without legal justification and by any means, (1) causes bodily harm to an individual or (2) makes physical contact of an insulting or provoking nature with an individual. In many cases a student may be removed from class/building if deemed necessary by the administrator. If it is determined who provoked the fight or threw the first blow, different punishments may be imposed.
- o. Harassment-Hazing-Bullying: Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing bullying, bullying using a school computer or a school computer network, or other comparable conduct. A report of harassment shall be filed with the appropriate Law Enforcement Authority. The student may face legal action.
- p. Vandalism: Destruction, defacement of school property or attempting to cause damage to school property, or damage to the personal property of others. In addition to suspension requirements for repair and/or restitution may be imposed.
- q. Theft: or Possession of Stolen Property.
- r. False fire alarm, false 911 calls, bomb threat, weapon threat, threat of bodily harm or setting fires.
- s. Threatening of a staff member: Students who threaten or intimidate teachers or staff will be reported to the appropriate Law Enforcement Authority for inclusion in the Illinois Uniform Crime Reporting Program. This is considered an assault.

- t. **Gang/Cult/ Secret Society/Fraternity/Sorority Activity:** Student involvement in gangs or gang related activities including the wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang or conduct engaged in by students to perpetuate the existence of any gang or to effect the common purpose and design of any gang. Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity; or being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
- u. **Tobacco:** Using, possessing, distributing, purchasing, or selling tobacco. Illinois law prohibits the use of tobacco on school property.
- v. **Physical Assault on a School Employee:** Defined as a student or adult who causes bodily harm to an individual or makes physical contact of an insulting or provoking nature. Students who commit a battery against a teacher/staff will be reported to the appropriate Law Enforcement Authority for inclusion in the Illinois Uniform Crime Reporting Program. This is aggravated battery and is a Class 3 felony and may be prosecuted under the criminal code of Illinois. Serious incident may result in expulsion.
- w. **Tampering with School Records, (i.e., computer misuse, altering or gaining access to school records or other students' records).**

During the period of time a student is suspended, the student shall be excluded from all North Boone School District #200 classes, activities (including graduation ceremonies), games, and practices both on and off-site. Suspended students must make up all work missed including class work and homework. All missed assignments due to suspension will be counted and are due the day the student returns to school. Students/parents/guardians may only pick-up assignments within 45 minutes of the end of the school day. Tests should be taken the day the student returns if time permits. Students will receive a zero (0) for class participation.

Gross misconduct which could result in expulsion for first offense. Infraction requires the notification of the appropriate Law Enforcement Authority.

- a. Using, possessing, distributing, purchasing, or selling:
 1. Any illegal drug, controlled substances, or cannabis (including marijuana and hashish).
 2. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 3. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 4. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
 5. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

6. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- b. Alcohol: Sale, distribution, use, or possession of alcohol: Students under the influence of, or who smell of recent use of alcohol are not permitted to attend school or school functions, will be suspended and recommended for expulsion.
- c. 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 a period of at least one calendar year but not more than 2 calendar years. A weapon is defined as a firearm, destructive device, illegal object, object used to inflict harm to others, or any other look-alike weapon.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board 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.

The Building Principal or designee shall notify the appropriate Law Enforcement Authority of any student who brings a weapon to school.

- d. Repeated violations of school rules or misbehavior may also constitute gross disobedience or misconduct, even though each isolated violation or misbehavior may alone not constitute gross disobedience or misconduct.
- e. Physical Assault on a School Employee: Defined as a student or adult who causes bodily harm to an individual or makes physical contact of an insulting or provoking nature. Students who commit a battery against a teacher/staff will be reported to the appropriate Law Enforcement Authority for inclusion in the Illinois Uniform Crime Report Program. This is aggravated battery and is a Class 3 felony and may be prosecuted under the criminal code of Illinois.
- f. Three gang related referrals will result in automatic suspension and recommended for expulsion.

The Building Principal or designee shall notify the appropriate Law Enforcement Authority of any student who brings a weapon to school.

EXTRACURRICULAR DISCIPLINE CODE

In addition to the regular Discipline Code, students who are representing the school district in extracurricular activities must follow the appropriate rules of conduct every day and time of the week from the first day of formal organization and/or practice and extend through the last event of that activity. This policy shall be cumulative from one activity to another.

If a student receives any type of school suspension for an action that occurs within the school day, the student is not allowed to participate in any events during the duration of the suspension. The student will receive a one-event suspension. If the suspension does not occur on an event day, the student will miss the next scheduled event. Further, if a student violates any of the following rules any time of the day or week, additional discipline measures will be enforced.

The administrator may initiate the action at any step indicated, depending on the severity of the misbehavior or in cases of frequent recurrence of lapse of discipline on the part of the student. Principals are not obligated to act in all instances of violations of this code if the evidence is not substantiated. Discipline enforced through extracurricular activities is subject to discretion.

The Board of Education defines the following list of offenses as gross misconduct or gross disobedience. The local sheriff's police may be called when state laws are violated on school property or at any school function.

NOTE: Any combination of the following offenses in rule #1 shall follow in the same 1st, 2nd, and 3rd. offense sequence.

1. The following offenses will result in the listed consequences:

- a. Willful insubordination directed toward a staff member:
- b. Inciting group violence:
- c. Verbal abuse directed toward any staff member, official and/or spectator (use of profanity or derogatory language or obscene gestures):
- d. Fighting:
- e. Willful destruction or defacement of school property or the property of others:

1 st Offense of School Year	Exclusion from at least two games or events
2 nd Offense of School Year	Exclusion for rest of individual sport or event season
3 rd Offense of School Year	Exclusion for rest of school year

2. The following offenses no matter when they occur will result in the listed consequences:

- a. Possession/Use of tobacco products:

1 st Offense of School Year	Exclusion from games, practices, or events for 20 calendar days from the date of the write-up or re-evaluation assessment required.
2 nd Offense of School Year	Exclusion from games, practices, or events for 40 calendar days from the date of the write-up and continued exclusion from further participation until presentation of

proof that student with parent knowledge has participated in a substance abuse assessment.

3rd Offense of School Year Exclusion for rest of school year.

b. Possession/Use of alcoholic beverages, narcotics, controlled substances or any look-alike substance:

1st Offense of School Year Exclusion for rest of school year. In lieu of exclusion for rest of school year, it is required that student actively participate in a substance abuse program. The program must be approved by the administration and certified in writing by a doctor or appropriate agency. The student and his/her parent will bear the burden of all financial obligations for the approved program. If successful completion takes place, the student will be excluded from the sport/extracurricular activity for 40 calendar days from the date of the write-up.

2nd Offense of School Year Exclusion for rest of school year.

c. Possession of stolen property and/or theft:

1st Offense of School Year Exclusion from at least two games or events

2nd Offense of School Year Exclusion for rest of the individual sport or event season

3rd Offense of School Year Exclusion for rest of school year

d. Physical assault on a school employee:

Any Offense Exclusion for rest of school year

e. False fire alarm, false 911 calls, bomb threat, weapon threat, threat of bodily harm or setting fires:

Any Offense Exclusion for rest of school year

f. Possession of weapons (any instrument or substance that can be used to inflict bodily injury):

Any Offense

Exclusion for rest of school year

GENERAL INFORMATION REGARDING CONDUCT

Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students

1. The School Principal and/or the Police Department School Liaison officer will arrange meetings as needed between school officials and individuals representing law enforcement to share information.
2. The Police Department School Liaison Officer and the School Principal will verbally report to each other the following activities when committed by a student enrolled in the Principal's school:
 - i. Unlawful use of weapons under Section 24-1 of the Criminal Code of 1961
 - ii. A violation of the Illinois Controlled Substances Act
 - iii. A violation of the Cannabis Control Act
 - iv. A forcible felony as defined in Section 2-8 of the Criminal Code of 1961
 - a. The reporter should identify the student by name and describe the circumstances of the alleged criminal activity. Local law enforcement officials must certify in writing that the information received from the school will not be disclosed to any other party except as provided by State law without the prior written consent of the student's parent(s)/guardian(s).
 - b. The report should be made as soon as possible after the Liaison Officer or Principal reasonably suspects that a student is involved in such activity.
 - c. The School Principal's duty to report such activity arises only when the activity occurs on school property or off school grounds at a school-related function.
3. The State's Attorney shall provide to the School Principal a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult, or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapons offenses).
4. Local law enforcement shall provide a copy of all arrest records, and the State's Attorney shall provide a copy of all conviction records, to the School Principal if the record involves a student who is arrested or taken into custody after his or her 17th birthday.

Early Identification: Aggressive Behavior

Students who are identified by one or more teachers as having demonstrated conduct or behavior that puts them at risk for aggressive behavior, including but not limited to "bullying," shall be referred to the school principal or designee. For purposes of the Policy, "bullying" is defined as conduct or behavior toward other students that, to a marked degree, appears intended to terrorize, intimidate, or start fights with other students. The principal or designee shall promptly notify the student's parents or legal guardians of the referral, and shall schedule a parent-teacher conference to discuss the referral and to recommend such community-based or District-provided early intervention procedures as are available and are deemed reasonably appropriate.

Home-Based Web Sites

While home based student web sites and other uses of home-based computers are regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

- Using a home-based or other off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be determined, the school will implement appropriate consequences.
- As computer use is a privilege, such violations may result in suspension, expulsion, or other discipline, as noted, based upon the seriousness of the offense's impact or the threat's ability to have caused material and/or substantial disruption were it carried out.

Policies regarding proper grooming and dress

It is recommended that students use good taste in presenting a neat and clean appearance. Parents are encouraged to see that their child is properly dressed before he or she leaves for school. Dress and grooming must meet standards that do not present health or safety hazards, interfere with maintenance of a positive teacher/learning climate, or substantially disrupt the educational process. Clothes should be worn as they are intended - example: straps on overalls should be fastened appropriately, shoes should be tied, and underwear should not be seen. Pants must fit and are to be worn at the waistline.

Clothing that is tight or short so as to cause distraction to others is not considered appropriate dress. Coats, gloves, bare midriff outfits, slashed clothing, spandex clothing, tank tops (no sleeves, scoop neck), halter-tops and see through tops cannot be worn in school. T-shirts, patches, or buttons that are considered obscene, suggestive, or have double meanings and disrupt the educational process are not permitted. Clothing styles or make-up that appear so extreme as to cause disruption in the classroom are not acceptable. Hats, bandanas (and any other head coverings) and sunglasses are not to be worn in school buildings. Hats, bandanas (and any other head coverings) and sunglasses that are worn to school must be kept in the student's locker during the school day and may not be carried to class. Chains greater than one foot and handcuffs are not to be brought to school. Student attire that advertises or portrays any tobacco product, alcoholic beverage product, or other controlled substance is prohibited along with any attire that is considered sexual or inappropriate for school, and sufficiently interferes with the educational process. Students in any grade, as long as they do not disrupt the educational setting, may wear shorts with an inseam of at least four inches. Skirts must be within two inches of the top of the knee cap. All shirts must have sleeves. Appropriate footwear is to be worn at all times. No jeans may be worn with holes above the knees. No pajama pants may be worn. The above restrictions apply to both male and female students. Student backpacks, duffel bags, satchels, and similar items must remain in locker. Purses must be able to fit in the basket under the chairs on the desk and kept in the basket. If the purse will not fit in the basket underneath their chair, it must be kept in the locker.

Policies regarding inappropriate display of affection

Students are expected to control their display of romantic affection while ~~in~~ on school grounds and at school-sponsored events. If the couple is inappropriate in their display of affection, the couple will be asked to discontinue and appropriate disciplinary measures will be taken.

Examples include, but not limited to, a kiss, prolonged hugging, groping, etc.

Policies regarding behavior on school-sponsored trips

1. All school-sponsored trips are privileges which may be revoked, all or in part, at the discretion of the supervisor(s) in charge.
2. All school district policies, including the discipline code, are in effect during all school-sponsored trips.
3. Violating the discipline code may result in removal from the trip.
4. Removal from a trip for disciplinary reasons shall be interpreted the same as a suspension, with all of the consequences outlined in the discipline code in effect.
5. Students who are unable to conform to school rules may not be allowed to participate on field trips or class trips.
6. Parents of students who have to be removed from school-sponsored trips will be contacted to pick up the student. If the parent is unable to come personally, the parent is responsible for making arrangements for and bearing the expense of transporting that student. This includes all expenses incurred by the student and a chaperone if necessary.

HEARINGS AND APPEALS

As an important part of due process, students must be informed of what is acceptable behavior. In the event a student is accused of a violation of the rules in this Code, the accusation may be made in writing by a witness to the incident and given to the administrator prior to the administrator meeting with the accused. IN AN EMERGENCY the student may be removed immediately from the classroom or other activities. Before suspension is imposed, the student(s) involved will be told what inappropriate behavior allegedly has been committed. The student(s) will then have an opportunity to respond to the alleged infraction. The administrator may then make his/her decision concerning the suspension. Any suspension shall be reported immediately to the parent(s) or guardian(s) of such pupil along with a full statement of the reasons for such suspension and a notice of their right to an appeal, a copy of which shall be given to the school board.

Parents will be notified of suspension by telephone or in person and will be notified of their right to appeal and will be asked if they choose to appeal. Parents who are notified by telephone may request a 24-hour period to consider the appeal. Parents who cannot be reached by telephone or in person will receive written notice of suspension by certified mail and will have two school days from receipt of notification to appeal. Parents who are reached by telephone will receive a suspension notice by mail as confirmation. Requests for appeal must be presented to the administrator in writing and parent must state why they want the appeal. Failure to exercise the appeal right within the allotted time limits will result in the loss of the appeal right.

Upon request of the parent(s) or guardian(s) the Board of Education's appointed hearing officer shall review such action of the administrator. At such review the parent(s) or guardian(s) of the pupil may appear and discuss the suspension with the hearing officer. The hearing officer shall report to the board a written summary of the evidence heard at the meeting. Upon receipt of the written report of its hearing officer, the board may take such action as it finds appropriate. Parents do not have the right to refuse disciplinary measures.

Disallowance of Suspension as a Result a Hearing:

1. The student's record shall be expunged of all notations or remarks regarding the matter.
2. The student's absence shall be "excused."
3. All educational or extracurricular opportunities missed by the student shall, if possible, be afforded to the student including making up all tests and class assignments. All zeros received due to missed class participation will be removed from the grade average.

Expulsion

Expulsion is termination of enrollment for a definite period of time not to exceed 2 calendar years in accordance with the law. Incidents of serious misbehavior (or misconduct) or an accumulation of other offenses may result in a recommendation for expulsion. Only the Board of Education may expel students. This action must be taken at a meeting of the Board of Education. Administrators may recommend such action to the Board of Education through the Superintendent. Only the Board of Education may reinstate students who have been expelled.

Procedure for Expulsion Hearings:

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided 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 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 with at least 48 hours advanced notice if the student will be represented by an attorney and, if so, the attorney's name.
2. The parent(s) or guardian(s) and the student may attend the hearing. Unless the student and parent(s)/Guardians(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It 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, if held by the School Board, shall be held in executive session.

The Department of Mental Health shall be invited to send a representative to the hearing to consult with the Board whenever there is evidence that mental illness may be the cause for the suspension or expulsion.

The Boone County Probation Department shall also be invited to send a representative to the hearing to consult with the Board whenever the student is subject to the jurisdiction of the juvenile court system.

3. 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, when 48 hours advanced notice has been given. They may offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. 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.

Presentation of Evidence:

- a. The parties may make a short opening statement as to their position on the issues at the commencement of the hearing.
- b. The school officials shall present their evidence first. Such evidence may be in oral or written form. The school officials need not present their witnesses for confrontation if the school

officials determine that such witnesses would be subject to physical or mental harassment. In such cases a summary of the witnesses' testimony must be presented to the student at the hearing.

- c. The student may present evidence to refute the charges, either orally or in writing. He/she shall be afforded an opportunity for cross-examination of the witnesses and an examination of any written evidence presented.
- d. Pertinent and relevant evidence shall be received without regard to the rules of evidence in such a manner as is appropriate to the circumstances.
- e. The hearing shall be recorded. The Board shall take responsibility for this and offer the other party an opportunity to purchase a copy of the transcript or tape.
- f. There may be short closing arguments by the parties at the conclusion of the hearing.
- g. A motion to exclude witnesses may be made by either party.

Middle School Information

MISSION STATEMENT OF NORTH BOONE MIDDLE SCHOOL

In partnership with students, staff, parents, and community, the mission of North Boone Middle School is to facilitate academic achievement by providing a safe, supportive environment that fosters intellectual, emotional, and social growth while preparing our students to be responsible and productive citizens.

REGULAR BELL SCHEDULE

1 st Period	8:05-8:50
2 nd Period	8:53-9:37
3 rd Period	9:40-10:25
4 th Period	10:28-11:13
Lunch/5 th Period	11:16-11:48/11:51-12:36
5 th Period/Lunch	11:16:12:01/12:04-12:36
6 th Period	12:39-1:24
7 th Period	1:27-2:12
8 th Period	2:15-2:45

PRINCIPAL EXPECTATIONS OF STUDENTS AT NBMS

As a student of North Boone Middle School, you are expected to:

- Represent your school in an outstanding manner.
- Work to the best of your ability.
- Treat others with dignity, worth, and respect.
- Keep our campus beautiful and clean.
- Follow all the rules and regulations set forth by your teachers and the school.
- Work to keep a positive relationship with parents, teachers, and friends.
- Reach beyond your grasp and learn new things.
- Make all of us very proud!

STUDENTS' BILL OF RIGHTS

Students of North Boone Middle School have the right to:

- Learn in a safe and peaceful environment.
- Know what behavior is expected of them at all times in every area of the school.
- Be protected from physical harm and verbal abuse.
- Have their positive behavior recognized.
- Have their personal property protected.
- Have their concerns heard.
- Be treated with kindness and caring.

ABSENCE FROM SCHOOL

1. Under the School Code of Illinois 105 ILCS 5/26-2A, only the following are considered excused absences:
 1. Personal Illness
 2. Death in family
 3. Observance of a recognizes religious holiday
 4. Family emergency
 5. Reasons approved by the school administrator.
2. Other absences from school are considered unexcused. The school principal has the right to determine what constitutes an excused absence. A state ruling requires that students must be present for a minimum of 300 minutes in order to count a full day of attendance, with 150 minutes constituting one half day of attendance. Students in attendance less than 150 will be considered absent for the entire day.
3. Parents are asked to minimize doctor appointments during class hours unless there is an emergency. Students absent from school more than 45 minutes excluding lunch will be marked absent for one-half day.
4. All student absences **MUST** be reported by a parent or legal guardian to the office by phone on the first day of the absence. A doctor's statement is required for any student whose absences exceed 3 days. Students will be considered truant unless absence is cleared through the office within 24 hours upon the student's return to classes regardless of circumstances. Excessive absences will be referred to the principal. **Students may be referred to the Regional Attendance Cooperative when 10% of the total school days have been missed.**
5. If a student needs to leave early or arrives late to school, the student must report to the office and sign in or out and secure a pass.
6. Students who become ill during the school day are to get a pass from their classroom teacher and report to the office. Repeated trips to the office for illness may lead to parent conferences.
7. Students will not be allowed to write their own notes.
8. Pre-arranged absences should be made if a student needs to miss school and yet it is not an excusable reason according to #1 above. In this way, a student will be able to make up any missed work for full credit. This must be arranged at least one school day prior to the absence.
9. Please call the bus garage (765-2655) before 7:00 a.m. if your child will not be riding the bus.

AGENDAS

Organization is a key to success in the middle school setting and the NBMS Staff feels a good place to begin is in the area of writing down daily assignments for each class. Each student is required to have an agenda to keep track of individual class assignments, tests, and projects each day. Parents can also benefit by using the information to monitor student achievement toward daily preparation. Students also use their agenda when they are requesting a pass from their teacher. In addition, the agenda also serves as an excellent means to encourage and support communication between home and school. Students are expected to keep their agendas in working order. The cost to replace an agenda is \$8.00.

CRIMESTOPPERS

Weapons, drugs and criminal activity don't belong in school...Report it, don't ignore it – it's the right thing to do! North Boone High School in cooperation with the Boone County Law Enforcement has a completely anonymous way to report any such illegal activities. Please call **547-7867** and you may receive up to \$100.00 cash for your information that leads to an arrest. **We encourage all students to report any serious events to a staff member of our school.**

ATTENDANCE AT HIGH SCHOOL EXTRACURRICULAR AND SPORTING EVENTS

In the best interest of the health and safety of all students, any middle school age or younger student must be accompanied by a parent/guardian or other supervisory adult at any North Boone High School extracurricular or sporting event or on North Boone High School property during those events.

BOOKS AND SCHOOL MATERIALS

Students are expected to take good care of the textbooks and other materials that they use. Please do not write in the textbooks, keep the books clean and in good condition. Any textbooks returned damaged or textbooks that have been lost will result in a fee assessed to the student.

DIRECTORY INFORMATION

North Boone Middle School designates directory data as the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, photographs, degrees, and awards received and the name of the school most recently or previously attended by the pupil. This directory data shall be considered public information and may be released to appropriate persons, other parents and media, unless parents or adult students refuse the release in writing. Refusal in such release must be made in writing to the Principal by completing school form no later than two weeks after the first full day of school or of enrolling in school in the case of those entering NBMS after the school year has started.

LIBRARY CHECKOUT

Books may be checked out of the Library for a period of two weeks with a student ID. Students who fail to return library books will be issued a reminder and may be restricted in their privileges of checking out books and the privilege of attending incentives. Students who lose library materials will be expected to pay for them.

LOCKER POLICY

A student locker is provided by the school for the convenience of the student and is to be used exclusively for the storage of outer garments, footwear and school-related materials. No bottles, open cans of soda or opened food items are to be left in the lockers.

The locker assigned to a student is not the student's private property or under his or her exclusive possession and may be opened and/or inspected by school authorities at any time. Any unauthorized items found in the locker may be held by the school for return to the parents/guardians of the student (without liability to the school for safekeeping). If the inspecting authority suspects a violation of the law, the suspected material may be removed from the locker and turned over to law enforcement officials. The student and parents or guardians shall be notified by the inspecting authority of items removed from the locker and of the delivery thereof to law enforcement officials (in case of contents so disposed of) and of the parent's or guardian's right to obtain items removed from the locker.

Students are not allowed to dismantle locking devices due to theft possibilities. If the locker is damaged due to student abuse, the student is responsible for cost of repair.

LOST AND FOUND

Please label all items that come to school. The Lost and Found normally accumulates many items by the end of the school year. Please check the lost and found at Parent-Teacher Conferences or other school events. Items not claimed will be given to charity at the end of each semester. The lost and found is located outside the office.

LUNCH EXPECTATIONS

The school lunch program is designed to provide students a balanced and nutritious noon meal.

- a. The entire meal is to be eaten in the cafeteria unless the privilege has been taken away.
- b. No food or drink is allowed outside of the cafeteria.
- c. After students return his or her tray to the disposal area (cleaning the table and floor), students are to remain seated until a supervisor dismisses them.
- d. Appropriate and proper etiquette is expected by all students during their meal.
- e. Students are expected to behave in an orderly manner. Running, shouting, pushing, littering, line cutting, fighting, needless change of seats, throwing food and other unsanitary, disrespectful or dangerous behavior will not be allowed.

Students will have lunch accounts that are maintained through an electronic meal tracking system. Any dollar amount can be deposited into the accounts between 7:45 and 8:05 a.m. (in the cafeteria). Please place all money in an envelope with the students' first and last name on the outside of the envelope.

PROMOTION/RETENTION GUIDELINES

To be promoted, students must meet standards regarding grades and attendance, including receiving a passing **final** grade for the year in all core classes (English, mathematics, reading, science, and social studies). Any students not successfully meeting these standards will need to complete district approved extended learning opportunities in order to qualify for promotion. All promotion, retention, or placement of students will be determined on an individual basis. In certain circumstances, students may be placed at a level determined most appropriate by the faculty and administration with the approval of the District Superintendent.

In addition, participation in the promotion ceremony is a privilege, not a right. Only those students who have successfully completed the promotion requirements and meet minimum expectations of behavior may participate in the promotion ceremony. Therefore, Middle School Administration has the right to deny participation in the promotion ceremony for any student who does not meet these academic and behavioral expectations.

Students who meet the requirements for promotion, but do not participate in the promotion exercise, will receive their diplomas. Parents/students may pick up the diploma during normal office hours after the date of the promotion.

EXTRACURRICULAR OPPORTUNITIES

Baseball	Basketball	Book Club	Change Inc.
Cheerleading	Chess	Culture Club	Dance Team
Drama	First Class	Football	French Club
FFA	Golf	Math Team	National Honor
Society Natural Helpers	S.A.D.D	Scholastic Bowl	Softball
Spanish Club	Spirit Club	Student Council	Track

GRADING SCALE

A+	100	A	99-95	A-	94-93	I – Incomplete
B+	92-91	B	90-87	B-	86-85	W/P – Withdrawal Pass
C+	84-83	C	82-79	C-	78-77	W/F – Withdrawal Fail
D+	76-75	D	74-72	D-	71-70	P – Passing
F	69-0					

The following scale will be used to calculate the grade point average at the high school for non-weighted courses.

A	4.0	D+	1.3
A-	3.7	D	1.0
B+	3.3	D-	0.7
B	3.0	F	0.0
B-	2.7	I	0.0
C+	2.3	W/P	0.0
C	2.0	W/F	0.0
C-	1.7	P	0.0

Transportation

Please call the bus garage (765-2655) before 7:00 a.m. if your child will not be riding the bus.

BUS SAFETY RULES AND MISCONDUCT PROCEDURES

In addition to the rules listed below, the School Discipline Code is in effect while students are traveling to or from school; at designated bus stops; and at any school activity, function, or event.

1. School bus riders, while in transit, are under the jurisdiction and supervision of the school bus driver.
2. Boarding the Bus. Students will...
 - a. Be on time at the designated school bus stop-help keeping the bus on schedule;
 - b. Stay off the road at all times while waiting for the bus;
 - c. Be careful approaching the place where the bus stops. Do not move toward the bus until it has come to a complete stop.
3. Students may be assigned seats for bus routes.
4. Behavior on the bus. Students will...
 - a. Be courteous to fellow pupils and the bus driver and help look after the safety and comfort of smaller children.
 - b. Keep books, packages, coats and all other objects out of the aisles and do not leave such articles on the bus. All musical instruments and book bags are the responsibility of the student and must be taken to their seats. Book bags and instruments that cannot be safely stored in their assigned seat will not be allowed on the bus.
 - c. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus. Exceptions may be made at the discretion of the bus driver.
 - d. Refrain from damaging or defacing bus equipment in any manner.
 - e. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
 - f. Talk in a normal or quiet voice rather than loudly or yelling.
 - g. Be absolutely quiet when approaching a railroad crossing stop.
 - h. Not bring animals on the bus.

- i. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
- j. Be able to play radios, cd players, mp3 players, or tape players on a regular route with headphones.

5. Leaving the Bus

- a. The driver may not stop at places other than the regular bus stop or drop off students at other than their own stop except by proper authorization from a school official and a note signed by the parent. Students who wish to ride home with another student on a bus other than their assigned bus must have prior approval from the transportation department before being allowed on a different bus. Groups of students will not be allowed to ride together.
- b. The student must observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
- c. Parents/guardians must sign their child off a bus for mid-day kindergarten and Pre-K routes.

Bus Discipline Procedures

The following are considered steps of a progressive discipline policy that may begin with step one to step four, depending on the seriousness of the incident in question.

- 1. The bus driver will warn students whenever they fail to comply with the rules.
- 2. The bus driver will turn in a written misconduct report to the principal. Step one is a conference with the principal.
- 3. The bus driver will turn in a written misconduct report to the principal. Step two, the parents will be notified and disciplinary action will be taken.
- 4. The administrator has the authority to suspend the offending student from riding the bus, for up to ten consecutive school days. The administrator should immediately report any such suspension in writing to the parents.
- 5. The administrator has the authority to enforce the discipline code in effect for their school.

The School Board may suspend a student from riding the bus in excess of ten days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board. Serious misbehavior may result in the student losing his/her riding privilege or a suspension regardless of the number of offenses.

TRANSPORTATION

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. The District may provide transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation is provided for a special education student if included in the student's individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act. Bus schedules and routes shall be determined by the Superintendent or designee and approved by the School Board. Bus schedules and routes shall only be altered by the Superintendent or designee and require the approval of the School Board. In fixing the routes, the pickup and discharge points should be as safe and convenient for students as possible. Type I (full size) buses will not enter private driveways to pick-up or discharge passengers unless the driveway is used for a turn-around or unless the issue of the bus stopping in the main thoroughfare presents a traffic related safety issue to the students on the bus or the students boarding or departing the bus at that stop.

Transportation will be provided to the student's home or designated childcare provider only if the bus stop is in the student's home assigned attendance center area. Childcare provider must be consistent throughout the entire week and cannot be changed on a daily bases. Exceptions may be considered in an extreme emergency. If a student's bus stop is not that of his/her home, then a bus stop change request form must be completed and on file with the student's attendance center and with the transportation secretary. Any further change(s) in the student's designated bus stop will require completion of another bus stop change request form. The Parent/Guardian is limited to one day care provider change per semester. The District reserves the right to deny transportation for an individual if the Superintendent and the Transportation Coordinator deem that such a change would not be in the best interest of the District. The decision shall be based upon consideration of safety, amount of time or length of the bus route, or capacity of the bus. Parents who use a childcare provider who reside in another attendance center area must provide their own transportation unless the student(s) are in attendance as a result of Policy 7-30.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students. The Superintendent shall implement procedures in accordance with state law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by state law regarding criminal background checks for bus drivers.