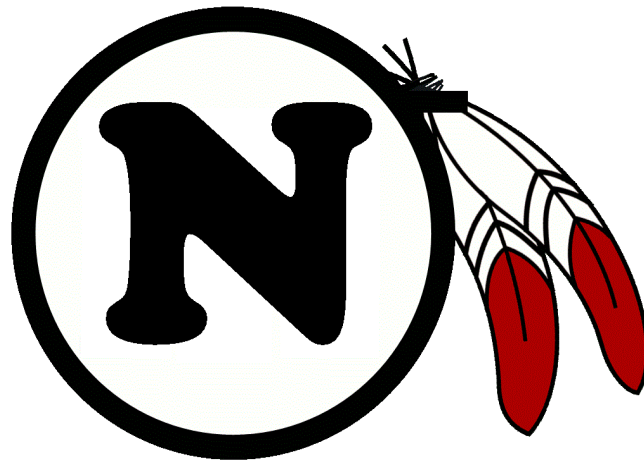


# STUDENT HANDBOOK

## **NOKOMIS NORTH ELEMENTARY SCHOOL**

2023-2024



*"Committed to Academic and Personal Excellence"*

## **- Mission Statement –**

**The Nokomis School District, along with the community, through meaningful personal connections, will provide a safe, supportive environment that inspires students to reach their academic and personal potential and to become responsible citizens.**

### **Superintendent of Schools**

Dr. Scott Doerr

### **Assistants**

Mrs. Sharon Langen Mrs. Susan Sullivan

### **Board of Education**

Denny Bauman  
Carl Kettelkamp  
Carl Ray Fesser  
Megan Bertolino  
Steve Janssen  
Chad Ruppert  
Ben Tarter

Secretary

Vice President  
President

### **Administration**

Mrs. Rachelle McDowell	JH/HS Principal
	High School Admin Assistant
Mr. Kevin Reedy	JH/HS Assistant Principal/Athletic Director
	Jr High Admin Assistant
Mrs. Jana Masten	North School Principal
Mrs. Spring Huston	Elementary Admin Assistant
Mrs. Kristin Pollman	SIS and lunch program coordinator
Mrs. Darci Harrison	Elementary School Counselor
Mrs. Alison Marley	Pre-K Administrator
Mr. Mike Miller	Technology Director

### **School Directory Information**

District Office (511 Oberle St.)	217-563-7311
High School (511 Oberle St.)	217-563-2014
Junior High School (511 Oberle St.)	217-563-4323
Elementary School (110 W Hamilton)	217-563-8521
Pre-K Office (110 W Hamilton)	217-563-2411
Maintenance/Transportation	217-563-2422
District Website	<a href="http://www.Nokomis.k12.il.us">www.Nokomis.k12.il.us</a>

## 2023-2024 Student Parent Handbook

### Nokomis North Elementary Community Unit School District #22

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**Nokomis CUSD #22**  
**School Calendar 2023-2024**

August 8	New Teacher's Academy & Mentoring Meeting
August 14	Teacher's Institute
August 15	Half-Day Teacher's Institute – Dismiss at 12:00 p.m.
August 16	First Student Attendance Day (All Day)
September 1	School Improvement Day – Dismissal at 12:00 p.m.
September 4	No School – Labor Day
September 15	1 <sup>st</sup> Quarter Mid-Term
September 29	PLC Day – Students dismiss at 2:30 p.m.
October 6	Teacher's Institute (ROE)
October 9	No School – Columbus Day
October 13	End of 1 <sup>st</sup> Quarter
October 18	Parent-Teacher Conferences – Dismiss at 2:30 p.m. (3:00 – 7:00 p.m.)
October 19	Parent-Teacher Conferences – Dismiss at 2:30 p.m. (3:00 – 7:00 p.m.)
October 20	No School – Non-Attendance Day
October 27	PLC Day – Students dismiss at 2:30 p.m.
November 10	No School – Veteran's Day
November 17	2 <sup>nd</sup> Quarter Mid-Term
November 17	PLC Day – Students Dismiss at 2:30 p.m.
November 22	No School – Fall Break
November 23	No School – Thanksgiving Day
November 24	No School – Fall Break
December 1	PLC Day – Students Dismiss at 2:30 p.m.
December 19	Early Dismissal – 2:30 p.m. / HS Final Exams
December 20	Early Dismissal – 2:30 p.m. / HS Final Exams
December 20	End of 2 <sup>nd</sup> Quarter and 1 <sup>st</sup> Semester
December 21 – Jan. 2	Winter Break
January 3	Teacher's Institute
January 4	Classes resume/ 2 <sup>nd</sup> Semester Begins
January 15	No School – Martin Luther King's Birthday
January 26	PLC Day – Students Dismiss at 2:30 p.m.
January 31	School Improvement Day – Early Dismissal at 12:00 p.m.
February 9	3 <sup>rd</sup> Quarter Mid-Term
February 16	PLC Day – Students Dismiss at 2:30 p.m.
February 19	No School – President's Day
February 28	School Improvement Day – Early Dismissal at 12:00 p.m.
March 4	No School – Casimir Pulaski Day
March 8	End of 3 <sup>rd</sup> Quarter
March 15	PLC Day – Students Dismiss at 2:30 p.m.
March 27 – April 1	No School – Spring Break
April 12	PLC Day – Students Dismiss at 2:30 p.m.
April 24	School Improvement Day – Early Dismissal at 12:00 p.m.
April 26	4 <sup>th</sup> Quarter Mid-Term
May 3	PLC Day – Students Dismiss at 2:30 p.m.
May 17 & 20	Semester Exams – Dismiss at 2:30 p.m. (Subject to Change)
May 20 (or after)	End of 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester /Last day student attendance – Dismiss at 2:30 p.m.
May 21 (or after)	Teacher's Inservice Day
May 21 –June 5	Emergency Days Scheduled and/or Teacher's Institute Day
TBD	JH Awards Day & Promotion – TBA (Will take place on last day of school.)
May 24	High School Graduation at 7:00 p.m.

Emergency Days (10) – These are tentative based on when Emergency Days are used! Subject to Change!  
All emergency days used will be made up at the end of the year between May 21 and June 5.

**2023-2024 Proposed Public School Calendar for Nokomis CUSD 22, Draft, as of 3/1/2023**

Codes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPPT, WFPT = full day parent teacher conference; FI, WFI, FIH = teacher inservice; PI, TI, TIH = parent/teacher institute; ED = emergency day; XED = proposed emergency day; HOL = holiday; NIA = not in attendance

**Total Days of Attendance: 176 Regular Day: 8:22AM - 3:12PM**

**Instruct. Day Lgth:**

**6 Hrs. 5 Mins.**

July 2023							August 2023							September 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	31	1 XHS	2	3
3	4 HOL	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15 XHI	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31	1	2	3	25	26	27	28	29	30	1
31	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8
July Atnd: 0 Accum: 0							Aug Atnd: 13 Accum: 13							Sept Atnd: 20 Accum: 33						
October 2023							November 2023							December 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1	30	31	1 X	2	3	4	5	27	28	29	30	1 X	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7
Oct Atnd: 20 Accum: 53							Nov Atnd: 18 Accum: 71							Dec Atnd: 14 Accum: 85						
January 2024							February 2024							March 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31	29	30	31	1 X	2	3	4	26	27	28	29	1 X	2	3
1	2	3	4	5	6	7	5	6	7	8	9	10	11	4	5	6	7	8	9	10
8	9	10	11	12	13	14	12	13	14	15	16	17	18	11	12	13	14	15	16	17
15	16	17	18	19	20	21	19	20	21	22	23	24	25	18	19	20	21	22	23	24
22	23	24	25	26	27	28	26	27	28	29	1	2	3	25	26	27	28	29	30	31
29	30	31	1	2	3	4	4	5	6	7	8	9	10	1	2	3	4	5	6	7
Jan Atnd: 19 Accum: 104							Feb Atnd: 20 Accum: 124							Mar Atnd: 17 Accum: 141						
April 2024							May 2024							June 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31	29	30	1 X	2	3	4	5	27	28	29	30	31	1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31	1	2	24	25	26	27	28	29	30
29	30	1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7
Apr Atnd: 21 Accum: 162							May Atnd: 14 Accum: 176							June Atnd: 0 Accum: 176						

## General Procedures

### **The Nokomis Elementary Handbook**

The Nokomis Unit School District 22 handbook policies were established for the intent to provide a safe and productive educational environment for all students. Parents are encouraged and welcome to visit the school; we do ask that a proper appointment be made. This handbook does not constitute a contractual commitment to the students but only reflects the current acts and policies of the Nokomis School District. The handbook may be amended during the school year without community notification with School Board Approval.

#### **Daily Schedule for Students**

The school day for North Elementary School is:

Doors Open	<b>8:00 AM</b>
Classes begin	<b>8:22 AM</b>
Lunch	<b>11:05 AM-11:55 PM</b>
Dismiss	<b>3:12 PM</b>
<b>Students who arrive after the classes begin will be marked as tardy.</b>	

Before and after school, as well as recess periods, are the best time to contact students and teachers on the phone. This will help make sure that class time is not interrupted.

### **Enrollment/Admission**

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she

complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

Proof of residence, as required by Board policy 7:60, Residence.

Proof of disease immunization or detection and the required physical examination, as required by State law.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year.

Once a student is placed in a classroom, there will be limited opportunity for switching teachers. You may contact the building principal with your concern.

### **Breakfast/Lunch Costs**

Lunch and milk are available, and prices set yearly. Monthly menus are posted in each classroom. The menu also appears on the School App and Website daily. Free or reduced-price meals are available for qualifying students. For an application, contact the building principal.

Student Accounts should remain positive. Account balances that go below a \$5.00 negative balance will not be allowed to purchase anything beyond a Type A lunch (tray) or be served a peanut butter and jelly sandwich with milk.

### **Book Rental**

In accepting the rental privilege, parents agree to accept responsibility to the extent of the value of the books damaged or carelessly used by the student. An extra fee will be assessed at the end of the year if students abuse the text beyond normal wear. Some fees can be waived if the family has an extreme financial hardship; the need for a waiver can be determined by a conference between the Principal and the parent.

## General Procedures

Library books may be checked out for a designated amount of time. The books that are not returned at the time allotted may result in a book fine or book replacement.

### **Insurance**

The school makes insurance available for all students. Please contact the office for additional information.

### **Equal Opportunity & Sex Equity**

Equal educational and extracurricular opportunities shall be provided to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status including pregnancy. The opportunities include the use of all of the facilities available for their age group.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Dr. Scott E. Doerr, Superintendent  
511 Oberle Street  
Nokomis, IL 62075

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined by law or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- A. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- B. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The following include assistance and support for homeless families: educational organizations and school, food bank and meal programs, local service organizations such as Goodwill, Salvation Army, etc., family shelters, medical services, and other support.

### **Attendance**

Good work depends on regular attendance. You are expected to be present and punctual for all your classes throughout the year. Failure to attend regularly or be at school on time will result in truancy.

Parents/Guardian are to notify the school office at 563-8521 to report an absence. If you have not called the school by 10 AM, the school administrative assistant will call to check on your student. In order to receive homework assignments, you **MUST CALL TO REQUEST HOMEWORK BY 10:00 AM** Homework will be available for pickup at the school office after 3:15 P.M.

It is the student's responsibility to make up work missed due to the absence. For each attendance day missed, the student is allowed the corresponding number of school days to complete make-up work including tests.

Students are to remain on school property at all times during the day.

Parents/Guardians may receive a call from the office or an automated telephone call or email notifying them about the child's absences. While parents/guardians will receive these notifications, it is still important to notify the school when their child is absent. Failure to give proper notification to the school will result in an absence being considered as unexcused.

Students who attend public schools in Illinois between the ages of seven and 17 are allowed five mental health days throughout the school year.

### **Unexcused Absences**

The school will excuse a student's absence with a parent/guardian phone call or parent note for up to **5 days** per semester. If the student leaves the school for any medical reason, that absence may require a doctor's note, and if directed by a nurse it will not count against parent notes.

The school district understands that circumstances may warrant an absence that cannot be documented by a professional person. Each student shall, therefore, be allowed **five (5)** absences per semester that are verified by a note from the parent/guardian.

## General Procedures

An absence is considered to be one day, not a session of days.

The district understands absence because of serious illness or death in the immediate family. Immediate family is considered Mother, Father, Grandparents, and Siblings.

Doctor slips should be turned in within 3 days of any absence. At the discretion of the administration, dr. slips may be reviewed and/or denied in an absence exceeding 3 days.

### Truancy

Truancy will result in appropriate punishments as determined by the building principal. The Illinois Revised Statutes, Chapter 122 Section 26-2a defines a truant as a child subject to compulsory school attendance and who is absent without valid cause for a school day or a portion thereof. **Any absence unexcused reaching five (5) will be sent a letter. When your student reaches the 10 unexcused there will be a letter of referral to RAP sent home. At this point the student is chronically truant (5% or more of the previous 180 school days), legal action may be taken against the parents and/or student.** Referral will be made to the Regional Superintendent and Truant Officer and possible court action may follow. Supportive services are available through the Regional Office of Education.

### Student Appearance

You are expected to dress neatly in clothes which are suitable for school activities. Your clothes should not be disruptive to your educational program, including physical education, art, and recess. Cleanliness is very necessary for you and for those with whom you share the classroom. Clothes which create excessive maintenance problems are unacceptable. This will be determined by the faculty and principal of the building.

#### **Rules for coats and jackets are:**

<b>20 – Below feels like</b>	<b>We will stay in.</b>
<b>20 – Above feels like</b>	<b>We will go outside.</b>
<b>20 – 40 Outside</b>	<b>Coat on stays on.</b>
<b>40 – 55 Outside</b>	<b>Need to have sleeves.</b>
<b>55 – Above Outside</b>	<b>Can wear no sleeve.</b>

**All days are subject to rain or snow conditions.**

**Students that do not dress properly will be either asked to call home for appropriate clothing, or able to borrow from the office.**

### Visitors/Students Sign-in/Sign-out

All doors to the building will be locked during the school day. After 8:22 a.m. everyone is required to proceed to the front doors and ring the bell to be acknowledged. Once you are buzzed into the building, you are to proceed directly to the main office.

There is a sign-in/sign-out book in the office that must be signed by a parent, guardian, or a designated person who is dropping off a student after 8:22 or picking up a student during the school day before 3:12 p.m.

Visitors must also sign in, identifying their name, the date and the time of arrival, and the purpose of their visit. Upon receiving a visitor's badge, visitors may proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct themselves in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

### Parental Classroom Visit

Upon request, parents will be granted reasonable time to observe their child in the child's current educational placement, service, or program. The principal may request from a parent (in writing) the purpose of the visit and the approximate duration of the visit. Upon such a request, a mutually agreeable time/visit shall be arranged. No parent/visitor will disrupt the educational process.

### Field Trips

Students that have been suspended or have been absent to the level of truancy may not be allowed to participate on the trips. Teachers will meet with Administration on individual cases based on students not attending due to behaviors throughout the school year.

Parents will be given notice and have to sign a form for students to be taken from school grounds.



## General Procedures

Chaperones will be drawn from some type of lottery system set up by the classroom teacher. You are also encouraged not to bring younger siblings on school sponsored trips.

A volunteer packet must be filled out in order to participate in school functions. These packets will be reviewed by the unit office and accepted or rejected by the Superintendent. All forms can be picked up in the office.

### **Telephone Calls**

The school phone is a business phone and should be used by students for emergencies only. Parents should not call school to speak to their children or leave messages except in cases of a real emergency.

### **Emergency Closing of School**

If it is necessary to close school because of bad weather or another emergency condition, the information will be given over radio stations WSMI (Litchfield), WTIM (Taylorville), WMKR (Taylorville), and WRAN (Shelbyville) as well as calls being sent out over our School Reach system.

When the closing of school for emergency reasons during the school day is necessary, the above stations will report the closing. Buses will operate only at the time of early closing. Students should know where to go in the event of an emergency closing.

### **Emergency Management**

Fire, tornado, civil defense, and intruder drills are held regularly to ensure safety in the school. Rules of safety are reviewed regularly in each building. During a drill or actual emergency, you must carry out the instructions immediately. Silence will be maintained at all times during all drills.

### **School Crisis Situations**

In the event of a school crisis situation, the primary location for North Elementary School students to be reunified will be the Nokomis Junior/Senior High School, the secondary location will be in the Trinity Lutheran Church which is one block south of the school. The address is 204 North Pine Street in Nokomis.

Parents who come to the reunification site must be aware of the following conditions that exist as the crisis unfolds:

- A. Students may be traumatized by the event and may need to talk to a professional before leaving the school grounds.
- B. Students may require medical care before leaving the school grounds.
- C. Students may have key information that law enforcement authorities need to bring the crisis to a swift conclusion, and this may necessitate that the students speak to law enforcement authorities before leaving the school grounds.
- D. Students will only be released to parents or caregivers that were identified on student registration forms at the beginning of the school year. Parents or caregivers will have to sign their child out through their child's homeroom teachers and in some cases a form of identification will need to be shown for a student to be released to an individual.

Gaining access to the reunification site may be delayed because of traffic and access control problems. Parents should follow instructions and not simply "abandon" their means of transportation to get to the reunification site.

### **Sex Offender Community Notification Law**

The *Sex Offender Community Notification Law*, 730 ILCS 152-120, has been amended to include a new notification requirement for all Illinois public and private elementary or secondary schools.

Information about sex offenders is available to the public by accessing the Statewide Sex Offender Database via the department's homepage at <http://www.isp.state.il.us/sor/>.

### **Traffic**

Be extra alert for the many children who forget to be careful and follow safety rules. Many buses are entering and leaving in front of North Elementary School. Your observance of the "no parking" and also the street closing signs in front of North School during bus loading and unloading times is greatly appreciated.

Hamilton Street from North Spruce Street to North Pine Street shall be one-way traffic only from East to

## General Procedures

West. North Pine from Hamilton Street to Oberle Street shall be one-way traffic only from South to North on school days from 7:30 a.m. to 4:00 p.m.

Please do not block the crosswalks on any streets around North Elementary School. These need to be kept clear at all times in order that your child might safely cross the street. Your child's safety is our undivided concern.

### **English Language Learners**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the building principal.

**The school provides parents/guardians with access to:**

- A. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- B. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- C. Opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians and participate as appropriate in decisions relating to the education of their children if such parent/guardians so desire; and
- D. Timely responses to suggestions.

### **Counseling Services**

Professional school counselors are certified/licensed professionals with a masters' degree or higher in

school counseling and are uniquely qualified to address the developmental needs of all students. The school provides a guidance and counseling program for students. Services provided by the guidance counselor include academic, personal/social, and career counseling for any student needing assistance. The North Elementary School counselor primarily delivers short-term solution focused services through individual, small group, classroom guidance, and character education. If longer-term counseling services are needed, the counselor can assist families with making referrals.

**Confidentiality:** The relationship between the student and counselor is a confidential one. The student client is entitled to privacy about personal matters. However, there are limits to confidentiality, which include situations where there is risk of danger. If there is suspicion that the student could harm him or herself, is in danger of being abused or neglected, or could be of risk to others, the counselor is legally and ethically bound to report this to the proper adults to investigate and take protective action if warranted. Because many of our students are minors, parents or legal guardians are entitled to general information about the nature of the problem and counseling interventions. Since many of the concerns brought to counseling by a student relate to situations where teachers or caring adults in the child's life need to be involved in making changes to benefit the student, permission to involve these adults is frequently requested and received. For more information, please refer to the FERPA section on page 22.

**To request service:** Appointments can be requested by writing a note, calling, emailing or stopping by the counseling office. Students may self-refer. Often referrals are made by teachers, parents, principals, or occasionally, even concerned friends. The counselors go to Lange by appointment.

### **Surveys Requesting Personal Information**

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

## General Procedures

- A. Political affiliations or beliefs of the student or the student's parent/guardian.
- B. Mental or psychological problems of the student or the student's family.
- C. Behavior or attitudes about sex.
- D. Illegal, anti-social, self-incriminating, or demeaning behavior.
- E. Critical appraisals of other individuals with whom students have close family relationships.
- F. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- G. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- H. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **STEVENS AMENDMENT – DISCLOSURE OF FEDERAL PARTICIPATION**

Projects or programs funded in whole or in part with Federal grant money must credit the Federal government for the Federal government's portion of the financial support. This citation informs the public that the use of Federal dollars in the Nokomis Community Unit School District #22 meets the Stevens Amendment requirement. Staff development opportunities, resource purchases, and personnel have been funded in whole or in part with Federal entitlement dollars.

### **Student Records**

Student permanent records and the information contained therein shall be maintained for a period of 60 years after the student has transferred, graduated, or permanently withdrawn from school.

It shall be the policy of this district to destroy student temporary records five years after the student has transferred, graduated, or otherwise permanently withdrawn from the school district.

Student records shall be made available to parents or guardians within 15 days of the time a written request for review is submitted to the principal.

The right to request the amendment of the portion of a student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.

The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

The right to complain to the U.S. Department of Education if the school or district fails to comply with the above regulations. Federal officials can be contacted at:

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

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

### **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or

## General Procedures

telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Unit Office.

Nokomis Schools receive pest control service on a routine basis. Schools are treated the third Friday of every month after school.

### **Asbestos**

The United States Congress has passed legislation requiring that all public schools conduct inspections to identify and manage asbestos-containing building materials located within local school districts. It is the intent of this letter to comply with regulations which require schools to inform you of the steps taken to complete this regulatory process. This plan includes:

- A. Ongoing maintenance and observation of all asbestos-containing materials.
- B. Removal of asbestos materials that create a health risk.
- C. Identification of friable asbestos materials with warning signs.
- D. Education of school personnel as to the hazardous asbestos-containing materials in the buildings.
- E. Regular six-month re-inspection of all asbestos-containing building materials.
- F. Recording all activities related to the asbestos-containing materials in our schools.
- G. Records will be maintained and filed as a continuing part of our ongoing Asbestos Management Plan.

The written asbestos plans will be housed in the Unit Office and are available to the public during the regular school day.

### **Transportation Reimbursement Eligibility and Dispute Resolution**

Transportation at district expense will be furnished for all pupils who live 1.5 miles or more from the school they are required to attend. Transportation may be furnished for pupil's ineligible for regular reimbursed transportation under 1.5 miles, if parents reimburse the district at a rate established by the Board or if, in the opinion of the Board, and validated by the State Department of transportation, there exists pedestrian hazards for pupils.

### **Erin's Law**

Erin's Law fills an important chasm in the prevention of sexual abuse through age appropriate information. The Child Sexual Abuse Awareness and Prevention Act guarantees that schools have the resources needed to develop or expand programs that can provide parents, guardians and school personnel with the tools and supplies to tackle, help prevent and respond to child sexual abuse.

### **Faith's Law**

Faith's Law requires that by July 1, 2022, Districts should have developed an employee code of conduct policy and posted it on its website and in any student, parent, or staff handbook provided by the District.

The employee code of conduct, at a minimum, must include:

1. The definition of "sexual misconduct from the statute;
2. An incorporation of the Code of Ethics for Illinois
3. Educators;
4. References to employee reporting requirements under the Abused and Neglected Child Reporting Act and Title IX;
5. References to required training on child abuse and employee ethics under state and federal law;
6. Expectations for maintaining professional relationships and boundaries generally, and then in three specific circumstances:
  - Transporting a student,
  - Taking or possessing a photo or video of a student
  - Meeting with a student or contacting a student outside of the employee's or agent's professional role.

## Behavior Procedures

### **Behavior Program at North Elementary**

With each new year, school staff is faced with the challenge of developing meaningful relationships between members of a school's educational community, while creating a safe, effective environment for learning. Nokomis Community Schools works hard to accomplish this by utilizing the research-based processes of *Capturing Kids Hearts* and *PBIS* to improve the five key indicators of school performance. These indicators include fewer discipline referrals, improved attendance, higher student achievement, lower dropout rates and higher teacher satisfaction. North Elementary will focus on the discipline referrals, attendance, and student achievement.

### **General Behavior**

- A. Students are to remain on the campus grounds at all times during the school day.
- B. Students should not arrive before 8:00 a.m.
- C. Any student riding a bike to school; the bike should be walked on and off the property, parked in the bike rack, left there until leaving for the day.
- D. Students must not loiter on campus, the office, the halls, at the entrances of the buildings, or in the gym before or after school.
- E. Students cannot re-enter the building after the daily dismissal bell unless given permission by the duty teacher.
- F. In the interest of safety, running on campus is prohibited during arrival and departure times.
- G. All personal property should be marked. Hats, boots, shoes, coats, etc.
- H. Pupils' personal items such as toys, cards, balls, etc. are not to be brought to school. Electronic devices, including cell phones, are prohibited at North School & on buses.
- I. Tobacco of any kind is prohibited on school grounds at any time.
- J. Students shall not possess materials/devices at school or on any school-controlled property are prohibited. This may include, but not limited to, such materials/devices as matches, lighters, fireworks, ammunition, flares, etc.
- K. Gang related activity is strictly prohibited within the school. For the purposes of this policy, "gang-related activity" means: (1) any conduct that is prohibited by another board policy and is engaged in by a student on behalf of an identified gang or as a result of the student's

gang membership; or (2) any conduct engaged in by a student to perpetuate, proliferate or display the existence of any identified gang.

### **Building Behavior**

- A. Students should walk quietly on the right side of the halls and steps, using one step at a time on stairs.
- B. Students should talk in a soft voice. Loud talking, shouting, running, shoving, or pushing will not be tolerated.
- C. When coming in from recess or PE, students are to enter the building in an orderly manner using the correct assigned door.
- D. Students should not play in the restrooms.

### **Playground Safety**

- A. Students need to stay in the school yard at all times.
- B. Students should sit on the swings and swing in the same direction.
- C. There should be only one student on slide and swings.
- D. No rough playing, pushing, or shoving.
- E. For safety reasons, throwing rocks, sticks, dirt, and snow is not permitted.
- F. Use balls, ropes, and all equipment in a safe manner.
- G. When on the playground during cold weather, students are to leave their coats on.
- H. Students should not pull other students off the horizontal ladder, monkey bars, or chin up bars.

### **Cafeteria Behavior**

Eating lunch in the cafeteria is a privilege. You are expected to use proper manners.

- A. Students are to be seated when they are served and remain seated until finished eating.
- B. Students eating hot lunch are to scrape their trays and put wastepaper and eating utensils in the proper place. Sack lunch students are to dispose of waste in the correct containers.
- C. No food is to be exchanged. No food is to be taken from the cafeteria. Soda is prohibited in the cafeteria.
- D. A medium level of volume is expected. If that is exceeded, there will be a reminder given.

### **Bullying, Intimidation, & (Sexual) Harassment**

## Behavior Procedures

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles, or through a school computer, network, or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of:

- A. Placing the student in reasonable fear of harm to the student's person or property.
- B. Causing a substantially detrimental effect on the student's physical or mental health.
- C. Substantially interferes with the student's academic performance.
- D. Substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

### **Capturing Kids Hearts**

**What is it?** A relationship building approach to discipline that creates self-managing groups.

**How does it work?** Teachers use the EXCEL model to communicate with students. Students create their own rules via a social contract. Students hold each other accountable using "checks" and "fouls". An environment is created that emphasizes positivity through "good things" and "affirmations."

#### **The EXCEL model:**

- **"Engage"**: Students are greeted at the door with a handshake, eye contact and a welcome.
- **"X-plore"**: Teachers listen and attend to the personal, emotional, and academic needs of our students.
- **"Communicate"**: Teachers communicate care as well as content.
- **"Empower"**: Teachers empower students to gain the ability to "use and do" the things they have been taught.

- **"Launch"**: Deals with how we "end and send" our students into the world. The purpose is to start our students on a course of action by ending our classes on a powerful note.

#### **The Social Contract:**

The Social Contract is created by the students, assisted by the teacher, in effort to answer four questions regarding the environment of the classroom. The four questions include:

- How do you want to be treated by the teacher?
- How do you want to be treated by each other?
- How do you think the teacher wants to be treated by you?
- How do we want to treat each other when there is conflict?

The resulting answers make up a list of adjectives which serve as the basis for student expectations of behavior in the classroom.

The Social Contract is signed by all classroom members including the teacher.

The document is also shown to classroom visitors and they are encouraged to sign the contract as well.

The document is a living document and is referred to on a regular basis to highlight success and serves as a guide for when problems arise.

#### **The Four Behavior Questions:**

These are questions that we ask each other to help stay true to the social contract:

- What are you doing?
- What are you supposed to be doing?
- Are you doing that?
- What are you going to do about that?

There are some behaviors that are considered non-questionable behaviors. These behaviors are going to be on the level 3 and 4 list. This is beyond what the classroom teacher would deal with in their room.

### Checks and Fouls:

When a student is not following the social contract, other students will "check" that student. It is a silent reminder of a thumbs up to remind the student that they need to change their behavior.

When a student is being unkind, other students will "foul" that student. The student is then asked to give two "put ups" for the "put down" they gave.

### Good Things:

At the beginning of classes teachers will start with "good things", in which students share something good that is going on with them. This creates an environment of positivity and helps build relationships.

## INCENTIVE PROGRAM

### What is PBIS?

Positive behavior interventions and support is a system that is developed by a school for improving student behavior.

It is used:

- with all students across all environments in school (classroom, lunchroom, restroom, all school grounds)
- to help schools to create effective learning environments.

### Why does a school choose to use PBIS?

Schools that implement school-wide positive behavior interventions and support are schools that are interested in:

- Identifying and teaching expected student behaviors.
- Finding ways to reinforce and reward those behaviors.
- Enforcing consistent meaningful consequences when violations occur.
- PBIS is a planned way to meet the behavioral needs of students in a school. Parents are important in the success of PBIS, and many choose to use a similar system at home. PBIS consists of three steps:

### Step 1: Identify and Teach Expected Behavior

- Identify expectations across all environments, particularly those areas where data supports there are improvements needed.
- Provide examples of what behaviors are expected, including for the cafeteria, bus, and social areas such as the gym or playground/ball field.
- Post the expectations throughout the building.

Teaching the behavioral expectations means that the school PBIS team must identify what the expectations are in different locations across the school day. The team will develop a teaching matrix of the behaviors expected. Behavioral expectations will be different in different environments.

### Step 2: Positively Reinforce and Reward Expected Behaviors

When students meet school-wide expectations, school staff will note their success with positive reinforcement. This might include praise, punch cards, coupons, or another system that can be used for student incentives. It might include weekly drawings for rewards, special privileges, or recognition during student assemblies. All staff (principal, teachers, lunchroom staff, bus drivers, librarians, janitor, etc.) would use the system.

### Step 3: Enforce Meaningful Consequences for Violations

In addition to teaching and rewarding positive behaviors, the school will identify a consistent way to respond to problem behavior when it occurs. This will be from the CKH program. Problem behaviors typically fall under the categories of minor or major problems.

- Minor behaviors are dealt with by building staff or the classroom teacher.
- Major violations are managed by administrative staff.

### Levels of School-Wide Support

Schools that use PBIS create and maintain support to meet the needs of all students. These supports are based on the understanding that specific behaviors need to be taught, not just expected. However, even

## Behavior Procedures

with PBIS in place, about 5-10% of students will need additional support to be successful. A continuum of support is described below.

1. Universal systems of support (school-wide behavior support): Behavioral support is provided for ALL students throughout the school. These supports might include:
  - o Social skills instruction
  - o Positive discipline that is proactive
  - o Behavior expectations that are taught
  - o Active supervision and monitoring
  - o Fair and corrective discipline
  - o Parent collaboration
2. Small group systems of support: This level of support provides additional help for 10-15% of students who need more support. Interventions are more intensive and are for a smaller number of students. They are often provided in small groups, and include:
  - o Social skills groups
  - o Conflict resolution
  - o Self-management programs
  - o Adult mentors (checking in)
  - o Small group instruction
3. Targeted systems of support (focused on the individual child): Intensive, individual supports for a few students with problem behaviors. These supports are used when universal and group/classroom supports are not effective in teaching behavioral skills in all settings. About 5% of students need this more intensive level of support. It might include:
  - o Individual academic support
  - o Intensive social skills instruction
  - o Functional behavior assessments (FBA)
  - o Behavior intervention plans (BIP)
  - o Supervision and monitoring
  - o Interagency collaboration
  - o Intensive collaboration with family
  - o Intensive family-based interventions, when appropriate

### Minor infractions and consequences

Minor misbehaviors which impede the orderly operation of the classroom, school, and/or bus. Such

misbehaviors can usually be handled by the individual staff member but sometimes require the intervention of the building administrator. Minor misbehaviors include but are not limited to the following:

- a. classroom disturbances
- b. dishonesty
- c. failure to follow directions or classroom rules.
- d. littering
- e. tardiness.
- f. continuation of unmodified Level I Acts of Misconduct
- g. possession and/or use of tobacco or E-cigarettes on, adjacent to school property (first offense)
- h. truancy
- i. academic dishonesty, cheating
- j. forgery or the use of forged notes or excused
- k. disrespect/insubordination
- l. refusal to identify self
- m. misrepresentation
- n. loitering
- o. gambling
- p. bus conduct
- q. verbal abuse
- r. stealing (minor)
- s. failure to abide by corrective measures for misconduct
- t. leaving school property without permission

Disciplinary action for this type of misconduct may include, but not limited to, the following:

1. Conference/counseling with student
2. Verbal Warning
3. Behavioral Contract
4. Conference with Student and/or Parent
5. Detention Assigned – before school, noon Detention(s) Assigned.
6. Withdrawal of privileges
7. School bus riding privileges suspended – up to 10 days.
8. Out of School Suspension – up to 3 days

Major misbehavior involves acts directed against persons or property but whose consequences progress from not seriously endangering the health and safety of others to actions which are so serious that they always require administrative actions. These misbehaviors may result in at least temporary removal of the student from the school. These acts include, but are not limited to, the following:



## Behavior Procedures

- A. continuation of unmodified Level I or II Acts of Misconduct
- B. \*use of tobacco or E-cigarettes (2<sup>nd</sup> or repeated offense)
- C. \*possession, use, or under the influence of alcohol or look alike
- D. possession or use of controlled substances (drugs) and/or drug paraphernalia or look alike.
- E. fighting
- F. vandalism
- G. extortion
- H. trespassing
- I. graffiti; defacing school property
- J. gross disobedience
- K. negligence
- L. pyrotechnics
- M. continuation of unmodified Level I, II, or III Acts of Misconduct
- N. furnishing or selling controlled substances (drugs) or look alike
- O. possession or use of weapons
- P. bomb threats
- Q. threat to others
- R. setting fires
- S. setting false alarms
- T. taking property of others with or without force or violence
- U. possession and/or sale of stolen property
- V. other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property, gross disobedience
- W. bullying, harassment, intimidation, sexual harassment, or cyberbullying

Disciplinary action for this type of misconduct may include, but not limited to, the following:

1. Bus Riding Privileges suspended – up to 10 days
2. Detention(s) Assigned
3. Alternative Education Placement/Programming
4. Restitution
5. Police Intervention/Criminal charges
6. Out of School Suspension – up to 5 days
7. Recommendation to the Board of Education for Expulsion – up to 2 years

\*First offense for drug and alcohol use will result in an automatic 10-day suspension and possible referral to law enforcement authorities as per Nokomis School Board Policy.

### Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

### Transportation Behavior

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus.

The bus, as well as any school transportation, is considered to be an extension of the school. The rules of conduct, which apply on the campus also, apply in the vehicle. The student must observe safety regulations set forth by the State of Illinois, the Board, the Principal, and the Driver.

Video cameras are installed on school buses to monitor student behavior, to maintain order on the school buses, and to promote and maintain a safe environment. The content of the videotapes may be used in a student disciplinary proceeding. Videotapes will be retained only if necessary, for use

## Behavior Procedures

in a student disciplinary proceeding or other matter as deemed necessary by the administration.

Students who don't normally ride a bus should bring a note from home to the school to request the privilege. The principal will keep the note on file. This is to be done prior to your riding the bus so that the bus driver can be notified of your presence. **If there is to be a change in either walking or riding, the call must be made before 1:30 pm.**

### Bus Rules

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

- A. Be waiting at your bus stop on time
- B. Do not move toward the bus
- C. Choose a seat and sit in it immediately upon entering the bus unless assigned. Remain seated until the bus has been completely stopped.
- D. Keep all parts of the body and all objects inside the bus.
- E. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
- F. Do not open windows without driver's permission.
- G. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed. Be absolutely quiet when approaching a railroad-crossing stop.
- H. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- I. Use the emergency door only in an emergency.
- J. In the event of an emergency, stay on the bus and await instructions from the bus driver.
- K. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- L. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- M. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment. Parents will be liable for any defacing or damage students do to the bus.
- N. Eating is not permitted on the bus.
- O. Willful injury or threat of injury to a bus driver or to another rider.
- P. Repeated willful disobedience of the bus driver's or other supervisor's directives.

Q. Cell phone use on the bus is prohibited without permission of the driver and/or sponsor.

### Consequences

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

For questions regarding school transportation issues, contact: Bus Garage at 563-2422.

Generally, bus or school transportation misbehavior may be treated as follows:

**1<sup>st</sup> offense** – The driver writes a report, and the parent is notified of the problem.

**2<sup>nd</sup> offense** – A conference may be requested for the parent, student, Principal, and bus driver. The student may be suspended from the bus for up to five school days.

**3<sup>rd</sup> -5<sup>th</sup> offense** – The parent is contacted, and the student is suspended from the bus for up to ten school days.

**6<sup>th</sup> offense** – The parent and the student will be requested to appear before the Board for an expulsion hearing. The student will be excluded from the school bus until the hearing is conducted. The Board may take such action, as it finds appropriate.

The discipline code along with the student guidelines is the basis for a well-run and orderly school. Please do your part to follow the rules of the school. If you do, you will learn more and you will enjoy school more.

### Student Responsibilities

You should:

- A. Come to school every day on time.
- B. Make sure you are neat and clean.
- C. Go to all classes and do your best.
- D. Ask your teachers for help.

## Behavior Procedures

- E. Respect all school property.
- F. Obey all school rules and all teachers.
- G. Be polite to all teachers and staff.
- H. Do not use bad words.
- I. Be fair and kind to other students.
- J. Don't fight or hurt other students.

### **Student Rights**

You have the right to:

- A. Learn.
- B. Protection from physical or verbal abuse.
- C. Receive help with your studies.
- D. Give your point of view as long as it does not harm the rights of others.
- E. Learn to make decisions.
- F. Be disciplined in private, if possible.
- G. Know the reasons for any discipline and have adults available to help you when.
- H. Your views and those of the school do not agree.
- I. Be informed about the Discipline Code and Student Guidelines.

### **Parent Responsibilities**

Parents should:

- A. See that your student attends school regularly and is not tardy.
- B. Understand the responsibilities of the teacher who takes the place of you, the parents during the school day.
- C. Support the rules of the school, the district, and the community.
- D. Safeguard your student's health by making sure that they go to the doctor and dentist regularly. Keep shots and records up to date.
- E. Attend school conferences and other activities, when possible.
- F. Plan a time and place, where you supervise your child doing homework.
- G. Talk with the teacher about school and report cards.
- H. Cooperate with the school regarding the discipline code and student guidelines.

### **Parent Rights**

Parents have the right to:

- A. Expect a classroom atmosphere that allows good education to take place.
- B. See your school records.
- C. Be informed of your attendance, learning problems, or behavior problems.
- D. Share in Parent-Teacher Club and other school activities.
- E. Receive regular reports on your progress in learning.
- F. To request the credentials of all professional certified staff members.
- G. Class assignments are made with consideration to balancing each section in terms of academic ability, sex, individual needs, personality conflicts, learning styles, etc. Staff members review class lists. The final placement is the responsibility of the principal. Specific requests for class placement are not accepted.
- H. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **Teacher Responsibilities**

Teachers should:

- A. Provide the best possible education through a good classroom climate which allows for learning to take place.
- B. Respect all students and parents.
- C. Be available to talk with staff, parents, and students, especially about class work and discipline.
- D. Enforce the rules of school courteously, consistently, and fairly.
- E. Deal with discipline problems quickly, firmly, and impartially.
- F. Help with discipline problems outside of the classroom, in the halls, the restrooms, and on the school ground.

## Behavior Procedures

- G. Teach respect for community property and good citizenship.

### **Due Process and Appeal Procedures**

Students shall be afforded due process as follows:

- A. Students have the right to know what they are being charged.
- B. Students have the right to present their response to the charges.

In the event a student feels he or she has been treated unfairly in regard to a disciplinary matter, he/she may appeal to the Superintendent in writing, with those involved present at the meeting. If the student is still not satisfied with the findings, he/she may proceed to request in writing a hearing before the Board of Education.

### **Family Involvement in discipline**

Teaching a behavior that schools expect to see works best when there is consistency across home and school settings. When a student has challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for students with special needs. Positive behavioral interventions and support is a school-wide approach to helping all students learn to self-manage behaviors. However, parent involvement is really important in all aspects of discipline. When parents are involved, outcomes for children are better.

## Promotion Procedures

### Report of Grades

Your grades will be reported to your parents a minimum of four times a year. This report will show an average of your work for each nine-week period.

If you do not do your best work, parents will receive during the fifth week of each grading period a form which indicates you need to work harder, or a low grade will result.

### K Thru 5 Promotion Guidelines

The administration and professional staff shall establish a system of grading and reporting academic achievements to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, performance based on the STS, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance.

Parents of students in danger of failing shall be notified in writing at the close of the first semester,

### PROMOTION GUIDELINES

- A. Kindergarten students will be required to achieve 70% of skills listed on quarterly Kindergarten report cards.
- B. 1<sup>st</sup> and 2<sup>nd</sup> Grade students will be required to achieve 70% of skills listed on quarterly 1<sup>st</sup> Grade report cards.
- C. Students in Grades 3 & 4 will be required to earn 14 passing grades out of 20 grades in the core subjects (Math, Science, Reading, Language, and Social Studies). These grades will be reported each nine week on student report cards.
- D. Students in Grade 5 will be required to earn 18 passing grades out of 24 grades in the following subjects Math, Science, Reading, Language, Spelling, and Social Studies. These grades will be reported each nine weeks on student report cards.
- E. If a student receives four (4) F's in Math or four (4) F's in Reading, he/she may not be promoted to the next grade level.
- F. The administration shall determine remedial assistance for a student who is not promoted.

### Grade Meaning

- A. The grade of **A** indicates exceptional work at any level or for any subject. The awarding of this grade requires adherence to all standards of excellence.
- B. The grade of **B** indicates above average work. The awarding of this grade indicates to
- C. The grade of **C** indicates average work at any level. The awarding of this grade indicates to the student and parent that the child is achieving at an acceptable standard.
- D. The grade of **D** indicates below average work at any level. The awarding of this grade indicates to the parent and child that the standards necessary for promotion are in danger.
- E. The grade of **E** indicates to the parent and child that the work is below average and the standards for promotion are not being met.

GRADES - Grades are based upon a student's work at his or her specific level.

Grades K – 2

M – Meets Grade Level Standards  
P – Progressing to expectations  
PNP – Progressing / Needs Practice  
NP – Needs Practice.

### GRADE EQUIVALENTS GRADE 3-12

Grading Scale		4 Pt. GPA	
A+	100	A	4.00
A	93-99	A-	3.67
A-	90-92	B+	3.33
B+	87-89	B	3.00
B	83-86	B-	2.67
B	80-82	C+	2.33
C+	77-79	C	2.00
C	73-76	C-	1.67
C -	70-72	D+	1.33
D+	67-69	D	1.00
D	63-66	D-	0.67
D-	60-62	F	0.00
F	59		

### Student Programs

Notice of Instruction.

## Promotion Procedures

Students will not be required to take or participate in any class or course deemed offensive to the religion or beliefs of the guardian. His or her parent or guardian submits a written objection the student will be given an alternate assignment. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion.

Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any class or course.

However, student will be required to participate in classroom instruction in recognizing and avoiding sexual abuse.

### **Title I**

Under the federal Elementary and Secondary Education Act. The district 22 schools conduct a project to meet the needs of students who are not achieving up to their expected grade level. Title I teachers are employed at the North Elementary to work with students on an individual or small group basis in the areas of Reading and Mathematics. Parents who desire more information or wish to be involved in Title I planning, operations, and evaluation should contact the building principal or Title I teacher.

### **Special Education**

Under the Individuals with Disabilities Education Act (IDEA), special education means, "specially designed instruction, at no cost to parents, to meet the unique needs of a child with disability."

Related services are services that are the supportive services or activities necessary for some students with disabilities to maximize their educational outcomes. Related services may include but are not limited to: occupational therapy, physical therapy, psychological services, school health services and school nurse services, speech-language pathology services and transportation.

### **Physical Education**

Students will participate in physical education. Your child will need to wear tennis shoes that stay tightly on their feet to tie. Tight Velcro straps are also

### **Administering Medicines to Students**

acceptable. **Slip on shoes, toner shoes, biking boots, calf high shoes, flip flops, zipper closures, open toe, heels, wheels, etc. are all not acceptable.**

Please make sure that your student is dressed appropriately to participate in PE. Warm clothes are recommended late in the fall and early in the spring when we still go outside for PE. If a student is injured and cannot participate at all in PE they need to bring a note from home or the doctor. Any injury over two (2) days will require a doctor's note.

For safety reasons gum, necklaces, and earrings are also not permitted in PE.

### **Home and Hospital Instruction**

Medical homebound instruction may be provided to a student if that student will, or is anticipated, due to medical condition, be out of school for a minimum of 10 or more consecutive days on an ongoing intermittent basis. The goal of home instruction is to enable the student to return to the classroom synchronized with the other students. Medical homebound instruction is not a replacement for the classroom. For information on home or hospital instruction, contact the building principal.

### **Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students should not take medication during school hours or during school-related activities unless it is

## Medical Procedures

necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No school district employee shall administer to any student or supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form". The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

The "School Medication Authorization Form" will be sent home with students at the beginning of the year and will be available in the school office.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the

school office. A physician's note for the food allergies or other allergies must be on file.

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the administrator at 309-822-8550.

Cross-reference: PRESS 7:285, Food Allergy Management Program.

### **Symptoms of Drug Use**

1. Identification with Drug Culture
2. Drug-related magazines, slogans on clothing
3. Conversation and jokes that are preoccupied with drugs.
4. Hostility in discussing drugs.
5. Dramatic Changes in School Performance
6. Distinct downward turns in student's grades
7. Increased absenteeism or tardiness.
8. Changes in behavior
9. Chronic dishonesty (lying, stealing, or cheating)
10. Trouble with police
11. Changes in friends, evasiveness in talking about new ones.
12. Possession of large amounts of money
13. Increasing and inappropriate anger, hostility, irritability, secretiveness
14. Reduced motivation, energy, self-discipline, self-esteem
15. Diminished interest in extracurricular activities and hobbies

### **Vision and Hearing**

Vision and hearing services shall be administered to all children as early as possible, but no later than their first year in any public or private education program. This is to identify those children with vision or hearing impairments so the conditions can be managed or treated.

(410 ILCS 205-6) Under the Illinois code sec. 6 No child shall be required to submit to any test required by the Act if a parent or guardian of the child objects on constitutional grounds and submits a written statement of such objection to the agency

## Medical Procedures

administering such vision and hearing screening services.

### **HEALTH RECORDS**

#### **Health Examinations and Immunizations**

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to entering Kindergarten and enrolling in an Illinois school for the first time, regardless of the student's grade level. The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician ensuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### **Eye Examination**

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) proof that an eye examination will take place within 60 days after October 15.

#### **Vision and Screening**

Vision screening will be done, as mandated (PA 093-0504), during the course of the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child

is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child will be screened.

#### **Dental Examination**

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) proof that a dental examination will take place within 60 days after May 15.

#### **Exemptions**

A student will be exempted from the above requirements for: 1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection; 2. Health examination or immunization requirements on medical grounds if a physician provides written verification; 3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or 4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

#### **Diabetes Care Plan**

The Nokomis School District will comply with the Diabetes Care Act. Any parent who desires a diabetes care plan should contact the school and request the necessary information.

#### **CPR & AED**

The IHSA provides an instructional video on Hands-Only Cardiopulmonary Resuscitation and Automated External Defibrillators. Nokomis CUSD #22 encourages parents along with their families to watch the video that is accessible on the IHSA website at



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<http://www.ihsa.org/Resources/Sportsmedicine/CPRTraining.aspx>.

### **Suicide Prevention**

*National Suicide Prevention Lifeline*-1-800-273-8255

*Crisis Text Line*- Text HOME to 741741

*Safe2Help Illinois*-<https://www.safe2helpil.com/>

Call-844-4-SAFEIL, Text-SAFE2(72332)

### **ANNUAL WRITTEN NOTIFICATION ACCESSING PUBLIC BENEFITS AND RELEASING PERSONALLY IDENTIFIABLE INFORMATION TO THE ILLINOIS MEDICAID PROGRAM**

The Federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school.

Under the Family Education Rights and Privacy Act (FERPA), your consent is required for the school system to release information about your child to the Illinois Department of Community of Health program in order to access your or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program.

If you have previously given consent for Nokomis School System to access your or your child's public benefits and to release information needed to access Illinois Medicaid funding for services provided through your child's individualized education program (IEP) or health screenings, the school district may release:

- Your child's name and Social Security Number;
- Your child's date of birth;
- Your child's IEP documentation including evaluations;
- The dates and times services are provided to your child at school;

- Reports of your child's progress, including therapist notes, progress notes and report cards.

Your child will continue to receive all required IEP services or health screenings at no cost to you. Reimbursed services provided by the Nokomis School System Exceptional Children Program do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled.

You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required IEP services or health screenings at no cost.

You may ask questions about this program or revoke your consent at any time by contacting the District Superintendent.

### **No Nit Policy**

At Nokomis North Elementary, students who are found to have nits or live lice will be sent home to be treated. The nurse and parents will communicate about procedures and findings of the nits or lice. Students will remain away from the group until the parent or guardian can get the child for treatment.

**Proactive Community Education:** Continued involvement and education will be provided.

**Routine Screening and Early Detection:** Vigilant screening of children for head lice and nits plays a pivotal role in pediculosis management.

**Manual Removal of All Lice and Nits:** Parents and school nurse will work together to make sure that all lice and nit removal is successful.

**Temporary Dismissal of Children with Head Lice and/or Nits:** Administrators and health personnel must take all reasonable measures to help ensure that infested children do not join the group setting.

### **Sick Policy**

Bringing a child to school with the below symptoms puts other children and school staff members at risk of becoming ill. This information is offered so that we may improve the general health of all members of our school community.

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All students showing signs of COVID-19 will follow the protocol of the Montgomery Health Department.

Signs and Symptoms of COVID-19 are fever, cough, sore throat, difficulty breathing and diarrhea. Children with COVID-19 generally have milder illness than adults and rarely require treatment at a hospital.

**Appearance and Behavior:** If your child is unusually tired, pale or lacks appetite, these may be precursors to illness. These are sufficient reasons to keep your child at home.

**Diagnosed Contagious Illness:** Students may return to class 24 hours after starting an antibiotic or as otherwise directed by their physician.

**Diarrhea:** A child who experiences 2 or more watery stools in a 24 hour period, especially if combined with poor appearance or nausea should remain home.

**Eyes:** If your child exhibits any mucus or pus draining from the eye, this may be a sign of conjunctivitis (pink eye), a contagious illness. Please keep your child at home and see your healthcare provider. He/She may return to school after they have been on antibiotics for 24 hours and are approved by a HCW (healthcare worker) to do so.

**Fever:** Oral temperature equal to or higher than 100.0 degrees (before taking medication such as Tylenol or Advil). Please keep your child at home until they are fever free for 24 hours WITHOUT medicine.

**Nasal Discharge and/or Chronic Cough:** A child exhibiting these symptoms should be seen by your healthcare provider. These conditions may be contagious and require treatment.

**Rash:** If your child exhibits a body rash, especially with fever or itching, he/she should remain at home and be assessed by your healthcare provider. Heat rashes and allergic reactions are not contagious. These children may attend school.

**Sore Throat:** A child with a sore throat, fever and/or swollen glands should remain home. Contact your healthcare provider.

**Symptoms of a Contagious Illness:** Students exhibiting symptoms of a contagious illness should

be evaluated by your physician. They may return to school as directed by the physician.

**Vomiting:** A child who has vomited 2 or more times in a 24 hour period should remain at home