

Dear Students and Parents/Guardians:

Welcome to the 2023-2024 school year. This Student Handbook is designed to help acquaint students and parents/guardians with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school.

This Handbook is not intended to create a contractual relationship between the student and the District, but rather it is intended to describe the school, and provide a summary of its current practices, procedures, rules, and regulations. The Board of Education reserves the right to modify or amend the Handbook during the year without notice. Additionally, the rules set forth in this Handbook are not intended to cover every situation that may arise in school. The Board of Education and the Administration reserve the right to apply the rules to specific instances that may occur.

Many of the items included in this Handbook are covered in greater depth in the Board Policy Manual, which is available through the District website (www.nauvoo-colusa.com). The Manual and Administrative Procedures also are available in the school office.

Please carefully read and review the entire Handbook with your child. If you have questions concerning its content, please contact Chad Cox at 866-453-2600 or chadcox@nauvoo-colusa.com. During registration you will be asked to acknowledge that you have access to and have reviewed the Handbook with your student.

Nauvoo-Colusa School District #325 Mission Statement

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

DISTRICT #325 BOARD OF EDUCATION

Joe Radel	President
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Staff & Teacher email addresses are listed on the school website:
www.nauvoo-colusa.com

Jr. High Daily Bell Schedule

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

2-hour delay Bell Schedule

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

1:30 p.m. Early Dismissal Bell Schedule

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

School Calendar

The School Calendar is available on the District's website at www.nauvoo-colusa.com. Hard copies of the School Calendar can be obtained upon request through the school office. End of year dates are tentative and may change due to use of emergency days, school cancellation for severe weather or other unforeseen reasons.

Arrival & Dismissal Times

The main entrance doors to the school will be unlocked at 7:40 a.m. Breakfast is served **between 7:40 a.m. – 8:00 a.m.** There is no early entrance prior to **7:40 a.m.** **Students who arrive before 7:40 a.m. will be required to wait outside.** Non-bus students who do not eat breakfast at school should arrive before 8:05 a.m. Students are expected to be in the classroom by 8:10 a.m. (See the Attendance section.)

School Attendance

Regular attendance is critical to the successful completion of classes. Attendance is the responsibility of both the student and parent. According to Illinois state law, students must be in school for 300 minutes of instructional time per day. If a student has fewer than 300 minutes, he or she will be counted absent for a half day. If the student is at school for less than 150 minutes, he or she will be counted as absent for the entire day.

Section 26-1 of the School Code mandates that whoever has custody or control of any child between the ages of 6 and 17 shall cause such child to attend some public school in the district wherein the child resides the entire time school is in session during the regular school term.

Under Article 26-10 of the School Code: Fine for Noncompliance - Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy and who knowingly and willfully permits such a child to persist in his/her truancy within that school year, upon

conviction thereof shall be guilty of a Class C misdemeanor or shall be subject to not more than 30 days imprisonment and/ or fine of up to \$500.00.

The procedure to follow, whenever a student is unable to attend school for any reason, is for the parent/legal guardian to phone the school office between 8:00 – 8:30 a.m. If a parent/guardian does not call by 8:30 a.m., a call will be made to the parent/guardian at approximately 9:30 a.m. If the parent/guardian does not respond to the school following that call, the student will be marked with an unexcused absence. Parents/guardians must provide the District, at the time of enrollment, with at least one but not more than two telephone numbers at which they may be reached by the school regarding absence notification. A parent/guardian has until 8:30 a.m. the following day to clear an unexcused absence by providing a valid cause for absence. **After 48 hours, the absence is unexcused. When a student returns to school after being absent, it is his/her responsibility to see each teacher to obtain assignments from the previous day(s) missed.** *See section on Make-Up Work.

Absences –Valid/Excused & Unexcused

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

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

Type of Absence	Proof for Excused Absence
Illness	Written note from parents/guardians. After 5 written notes for absences of any kind, a doctor’s note is required for proof of an excused absence for an illness
Court Date	Verification document from courthouse
Counselor/Probation Officer Appointment	Verification document from counselor/officer
Doctor’s appointment	Doctor’s excuse
Pre-arranged excused absences	Completed 24 hours in advance with parent/guardian contact and will be granted only by administration
Observance of religious holiday	Notice from parent/guardian to the Building Principal at least five (5) calendar days prior to the absence(s)
Mental or Behavioral Health	Absences that are for illness may also include the mental or behavioral health of the student for up to five days for which no medical note has to be

	<p>provided. After the second mental health day is used, a school-based clinician will be notified and will follow-up with the parent/guardian (i.e. School Counselor, School Social Worker, or School Psychologist).</p>
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2. **PRE-ARRANGED EXCUSED** absences will be granted *only* by administration. Any absences other than illness need to be prearranged. Pre-arranged absences include medical appointment, funerals, family vacations, court date, counselor/probation officer appointment, and observance of religious holiday. Parents/guardians must contact the school prior to the absence (**at least 24 hours in advance of the absence**) to obtain permission. Permission may not be granted after the absence has occurred. Students will be required to notify his/her teachers and complete work (if possible) prior to the absence. Students must first obtain parent/guardian and school office signatures before presenting prearranged forms to their teachers.

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

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

3. **UNEXCUSED** absences are those not outlined above. Pre-arranged absences will be considered unexcused unless permission is obtained in advance of absence.
4. **TRUANCY** - A “truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for more than 1% but less than 5% of the past 180 school days.

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

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

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

When a student has five (5) unexcused absences from school, or the student is determined to be a chronic or habitual truant, the appropriate District staff will develop procedures to be used for identifying the cause(s) of unexcused student absenteeism. These procedures shall include, but not be limited to, interviews with the student, his or her parents/guardians, and any school official(s) or other people who may have information. In addition, a letter will be sent to the student’s parent/guardian and student informing them of the total

number of absences. The parent/guardian will be allowed three days to notify the Administration of any extenuating circumstances surrounding the absences. A physician will have to certify that a student is mentally, emotionally, or physically unable to attend school regularly for any further absences to be excused.

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

1. Parent-teacher conferences
2. Student and/or family counseling
3. Information about community agency services

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

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

Tardiness

A student is considered tardy if the student is less than 10 minutes late to class. If a student is more than 10 minutes late to class without an excused tardy pass, his/her absence will be recorded as unexcused.

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

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

Family Vacations

Students will be allowed to take a maximum of five family vacation days per school year as excused absences. Parental permission is required to begin the completion of the pre-arranged absence form to be approved and signed by administration. Forms are obtained in the school office. The form indicates the reason and dates of the absence with the parent/guardian signature. This form is then taken by the student to each teacher for his/her signature, and after all signatures are obtained, returned to the office at least one day before the absence begins. Arrangements must be made in advance with each teacher for school make-up work to be completed. Students must be passing all classes to be approved for a family vacation. Family vacations should be taken **before May 3, 2024**, for the 2023-24 school year. If the student takes more than five family vacation days per school year, the additional days will be considered unexcused absences and the student may be considered truant.

Illness During School

No students may leave school during the day unless he/she has permission from the school office. A student who becomes ill during the school day should report directly to the classroom teacher who will refer the student to the school office. If a student needs to leave school for any reason, the student must report to the school office, parents/guardians must give consent, and the student must sign out before leaving the building.

Make-Up Work

A student who is absent will have, upon his/her return, one day in addition to the number of days missed to complete missed assignments and activities. A student who is absent due to a field trip must have all work missed completed by the next attended day. A student who is absent because of an overnight educational experience will have a reasonable period of time to complete missed assignments and activities. However, if a student receives a long-range assignment and is absent when it is due, a teacher can require that it be due upon the student's return. If a student is absent on the day of a test which was previously announced, and for which instruction and review were completed before the absence, a teacher can require that the test be taken upon the student's return. Students absent due to a religious holiday will be given an equal opportunity to make up work as outlined in Board Policy 7.80.

Free and Reduced Priced Lunch

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

TRANSPORTATION

Bus Information

The District regulations are as follows:

1. You must live 1½ mile or more from school or the pick-up point, in order to be eligible for regular transportation service.
2. School bus transportation is for students to ride to and from school.
3. Bus service for activities is not included in regular transportation services.
4. The loss of bus-riding privileges is not an excuse for being truant.

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

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

Transportation Regulations/Safety Procedures

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

Students who fail to observe the District rules or fail to contribute to a safe transportation environment may be subject to disciplinary action, including but not limited to suspension of the privilege of riding the bus in accordance with Board policy 7:220, Bus Conduct. Students with disabilities will be disciplined in accordance with the *Individuals with Disabilities Education Act* ("IDEA") and state law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the Administration as soon as possible.

The following general disciplinary guidelines provide a non-exhaustive list of disciplinary offenses and the potential recommended discipline for each offense. The District, on a case-by-case basis, may impose

additional discipline or modify the listed disciplinary action based upon the circumstances of the offense. In all circumstances, gross disobedience or misconduct will be grounds for discipline up to and including a possible recommendation of expulsion from the District. *See Discipline Policy.

- 1st offense – will result in a warning and the student shall be allowed to ride the bus on a probationary basis. The parent/guardian will be notified of the incident by school staff.
- 2nd offense – will result in a detention and a meeting with the administration. The administration will notify the parent/guardian of the offense, consequence, and meeting with the student.
- 3rd offense – will result in loss of bus ride for one (1) day, detention and a meeting with administration. Administration will notify parent/guardian of offense, consequences, and meeting.
- 4th offense – a student reprimanded for 4 or more times will result in loss of bus ride for two (2) days, detention, meeting with administration. Students may be suspended from riding the school bus for up to ten consecutive school days for violating school rules or engaging in other gross disobedience or misconduct. Students can be suspended from riding the school bus for a period in excess of ten days for safety reasons with Board approval. Administration will notify parents/guardians.

Anyone causing damage to a bus may be asked to pay for the damage and may lose their bus privileges until the damages are paid in full.

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

Parents/guardians who reside in an attendance area over 1.5 miles from school may be eligible for reimbursement for transporting their student to and from school if the District does not provide free transportation, or the child lives less than 1.5 miles from school but faced a serious hazard due to vehicular traffic when walking to school. District transportation policies, eligibility information, and applications can be obtained beginning no later than March 1st from the Transportation Department.

Students below the age of twelve (12) will not be let off the bus unless a parent/guardian, other adult, or older sibling is visibly present. If no one is present at the bus stop or at home, the student will ride the remainder of the bus route and a second attempt to drop off the student will be made at the end of the bus route. If there is still no one present at the bus stop or at home, the bus driver will contact the district office, who will attempt to contact the parents or guardians.

Bus Passes & Change of Destination

Bus routes are established at the beginning of each school year. Students are picked up and dropped off at the same location each day. When a change in a student's pick up or drop off location is necessary due to an emergency, the student's parent/guardian must send a written note to school with the student or must call the school before 2:00 p.m. A bus pass will be issued for that student at the end of the school day. If a note has not been sent or a phone call from the student's parent/guardian has not been received, the student will ride his/her regular bus to the regular destination. Do *not* call or text the bus driver while he or she is driving the bus. The bus driver cannot change the student's destination once the student is on the bus and it is illegal for the bus driver to use a cell phone while driving the bus.

If a student needs to ride a bus other than his/her usual bus in situations other than an emergency (e.g., more than one day), the student's parent/guardian must provide at least 24 hours' notice to the school due to limited seating on the buses. The parent/guardian must provide requested information, including but not limited to the reason for the requested bus route change, the duration of the requested change, and the other adult who will be responsible for the student. The District reserves the right to refuse transportation to that student if there is not room on the bus.

School Signs/Non-Curricular Literature Policy

Any distribution of signs or non-curricular literature must be in accordance with Board Policy.

VISITOR INFORMATION

All visitors, including parents/guardians and volunteers, must register in the school office when entering the building and receive permission to remain on school property. All visitors must sign a visitor's log, show identification, and wear a visitor's badge. The school office shall provide parents/guardians with documentation of all school visitations, including the exact time and date the visitation began and ended. All visitors must abide by the District's policies and procedures, including but limited to Board Policy 8:30. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. Student visitors will not be permitted. School visits by parents/guardians are welcome. A parent/guardian visit must be scheduled through administration with a 24-hour notice of the request.

Upon request, the District will provide parents/guardians with documentation of school visitation to submit to her/his employer for attendance at school conferences or activities related to the employee's student if they cannot be scheduled during non-work hours.

Unauthorized Persons

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

Disability Accommodations

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

Fire drills are conducted three times per school year. Other severe weather and shelter-in-place drills are conducted throughout the school year. A tornado disaster drill is held during the first week in March. A law enforcement drill is held within the first 90 days of the school year. School safety plans are on file at the District office.

EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES

Extracurricular activities are considered the "other half" of education. Students who are involved in extracurricular activities have been found to be more successful in school as well as in life after high school. The experiences gained while involved in activities are invaluable.

Junior High School

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

Clubs/organizations will be formed during the first several weeks of school. Listen to the morning and/or end-of-day announcements to find out club/organization information or ask the office staff for more club/organization information.

Extracurricular Activities

For the purposes of this policy, “extracurricular activities” shall include all school-sponsored or school-related activities which take place outside the regular school day and which do not result in or affect a grade for student participation. As a member of the Illinois Elementary School Association (“IESA”), the rules and regulations of that organization, as well as the state law, govern the participants in the District’s extracurricular activity programs. Students should become familiar with the IESA rules and regulations, as well as the District’s policies.

Conduct Code For Participants In Extracurricular Activities

The Superintendent or a designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code and student athletic agreement for all participants in extracurricular activities consistent with Board policy and the rules adopted by the Illinois Elementary School Association (“IESA”). Failure to abide by the conduct code may result in removal from the activity. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and their parents/guardians, and provide participants and their parents/guardians with a copy. Participants and their parents/guardians shall sign the agreement provided in the code of conduct, which will be kept on file in the school office.

Participation In Extracurricular and Co-Curricular Activities

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

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

1. The student must attain the academic criteria set forth in the Board Policy on school-sponsored extracurricular activities.
2. A student’s parent(s)/guardian(s) must provide written permission for the student’s participation, giving the District full waiver of responsibility for the risks involved.
3. A physical examination of the student must be conducted by a physician and a written statement or certificate of physical fitness assuring that the student’s health status allows for active athletic participation must be submitted to the school office.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.

The Superintendent or a designee shall maintain the necessary records to ensure student compliance with this policy.

Extracurricular, Co-Curricular, and Other School-Sponsored Activities

1. School rules apply for all extracurricular, co-curricular, and other school-sponsored activities whether at a school building or other location.
2. Students are not permitted to leave the activity (school building) and then return without permission of administration or sponsor. It is assumed that the student who leaves the activity is doing so with parent’s permission. The District is not responsible for students who leave an activity.

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

Scheduling Of and Participation In Extracurricular and Co-Curricular Activities

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

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

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

Insurance Program

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

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

Transportation To/From Extracurricular and Co-Curricular Activities

We expect the participant to ride the team bus both to and from the contest. The only exception to this rule, except in special instances that might occur, is that on a trip home the participant will be permitted to ride home with his/her parent/guardian or other members of the family approved by the parent/guardian. In such

circumstances, the parent/guardian must sign a release form for each contest. Each coach will establish guidelines for parent/guardian signature. Relatives and siblings will not be allowed to sign the release. In cases when a parent/guardian wishes their son/daughter to ride home with another participant's parents, the student's parent/guardian must send a note to the Building Principal or Athletic Director. The parent/guardian also must call the Building Principal or Athletic Director to confirm the request. Participants will not be permitted to ride home with boyfriends, girlfriends, or other students.

LUNCH PROCEDURES

1. If a student does not have sufficient funds in his/her lunch account, a peanut butter sandwich and milk will be issued until the student's lunch account has a positive balance. If a student has a peanut allergy, a substitute meal will be provided in place of the peanut butter sandwich.
2. Students and parents/guardians may submit payment for their lunch accounts either to the office, or through Lumen. If payment is submitted by check, the total amount of the check will be applied on the account and no change will be given. If payment is made in cash, change will be given only if a notice accompanies it from the student's parent/guardian stating that only a portion is used for lunch and the balance should be returned to the student.
3. Account balances are available online through Lumen. Notes concerning negative balances will be sent home periodically to parents/guardians.

Meal Prices will be provided at time of registration.

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

STUDENT DISCIPLINE

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Board Policy 7:190, Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation electronic cigarettes.

1. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
2. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. 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 or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
 - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance or other substance that is prohibited by this policy.
 - h. 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 have the prohibited substance, as applicable, in their possession.

3. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
4. Using a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
5. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification, or submit to a search.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
8. 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 behavior. 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.
9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display during non-instructional time.
10. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
12. Entering school property or a school facility without proper authorization.
13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
14. Being absent without a recognized excuse. State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
15. Being involved with any public school fraternity, sorority, or secret society by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
16. Being involved in a gang or gang-related activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, 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/guardian of a student who engages in aggressive behavior is 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.

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 psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non- exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has 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 or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds or at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District’s State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s). Corporal punishment is prohibited. 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 reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill. Admin. Code §§ 1.280, 1.285), and the District’s procedure(s).

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 not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.
- (2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

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 theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning to school from an out-of-school suspension, expulsion, or an alternative school setting. The goal re-engagement shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of 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, Illinois State Police (ISP), and any involved student's parent/guardian. "School grounds," includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

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

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent or designee, with input from the parents and teachers, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be available at all times through the school's website: www.nauvoo-colusa.com/documents. If access to the internet is not available, a copy of the handbook can be obtained in the school office.

Safe & Drug Free School Policy

The District prohibits the use of drugs including tobacco products and alcohol on school property or at school sponsored activities in accordance with the *Safe and Drug-Free Schools and Communities Act*.

Safe School Reporting

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

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

Students are prohibited from the use or display of any cellular communications, electronic paging devices, and/or any electronic music devices, etc. in the school district buildings and upon District property during regular school hours unless: (a) use of the device is provided in a student's individualized education program (IEP); or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Cell phones must be kept powered-off and out-of-sight during the regular school day. **Any exceptions to this policy must be approved by the Administration.** Any communication devices found at school in classrooms that are being used during the school day, or disrupting the learning environment will be confiscated. **The first offense will be a verbal warning and the device will be returned to the student after school. The second and subsequent offense will require the student's parent/guardian to pick up the electronic device. The school will notify the parent/guardian that the student's phone needs to be**

picked up on the second offense from the school office. Any offense after that will require the student to notify the parent when they return home in the evening. *See Discipline Policy.

School Dress

The dress and appearance of students is the responsibility of parents/guardians and students. Dress and appearance must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The Building Principal is the final authority for determining the appropriateness of a student's appearance. Book bags and purses are not to be brought to class or homerooms. Other than medical and religious exemptions, hats are not to be worn in the building during school hours. *See Discipline Policy.

Detention Procedures

Students must:

1. Be in the detention room before the bell rings or the student will not be admitted.
2. Sit quietly and properly.
3. No sleeping.
4. Must have school-related material and be working. (Library book and reading OK)

Out-of-School Suspension Procedures

The Superintendent and Building Administrator have the authority to suspend a student from school for a period not to exceed ten (10) school days for gross disobedience or misconduct, as defined above and in Board Policy 7:190, Student Behavior, consistent with the suspension procedures set forth in the Board Policy 7:200, Suspension Procedures. Suspensions issued at the end of a school year may be carried over to the following school year.

A student on out-of-school suspension is not permitted to attend any school activities or be on the school grounds for the duration of suspension.

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

1. A pre-suspension conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:

- i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) Disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Expulsion Procedures

The Board of Education is authorized to expel a student from school upon finding that the student has been guilty of gross disobedience or misconduct, as defined in Board Policy 7:190. If the Superintendent or a designee determines that a student is guilty of gross disobedience or misconduct and that suspension is not an adequate remedy, the Superintendent or designee is authorized to recommend the student be expelled to the Board of Education.

The Superintendent or a 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 shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).

- e. State 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.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(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 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. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
 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. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. 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.
 4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
 5. Upon expulsion, the District may refer the student to appropriate and available support services.

Discipline – Students with Disabilities

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

Expulsion Alternative

A student who is guilty of gross disobedience or misconduct due to alcohol or drug-related offenses which would otherwise warrant the student's expulsion may instead, at the discretion of the Administration, be offered the opportunity to participate, together with his/her parent(s)/guardian(s), in a 10-hour alcohol and drug program conducted by the Hancock County Health Department (or any other organization approved by the Administration) in cooperation with the District.

To be eligible for this program, the following conditions apply:

1. The student must admit that he/she was guilty of using, possessing, or purchasing alcoholic beverages or illegal drugs as defined by Board Policy 7:190, *Student Discipline*. Students guilty of distributing or selling alcoholic beverages or illegal drugs are not eligible for the expulsion alternative.
2. The offense is the first such offense committed by the student.
3. A suspension in or out of school up to 10 days will be imposed upon the student.
4. The student will be placed on social probation for no less than 60 school days.
5. The student's parent(s)/guardian(s) shall sign a consent form for the student to participate in the 10-hour alcohol and drug program and shall agree to be responsible for any fee assessed by the organization for the program.

Bus Conduct & Suspensions

All students must follow the District's School Bus Safety Rules. See Transportation section.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, Student Behavior.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

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.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement

SEARCH AND SEIZURE

In order to maintain order and security in schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

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

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

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

Students

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

School Official Access to Student Accounts or Profiles on Social Networking Websites

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.

Criminal Offenses Committed By Students

The School Code addresses concerns regarding student violence and criminal activity. As part of that, the District must establish and maintain a reciprocal reporting system between the school and local law enforcement officials regarding criminal offenses committed by students.

Video Surveillance

Video Surveillance is used at the elementary school building. Warnings are posted throughout the building. Video Surveillance cameras will not be placed in restrooms, locker rooms, changing rooms, or any other location prohibited by law. Video recordings may not include an audio component. The content of the electronic recordings may become part of a student's school record and are subject to District policy and procedure concerning school student records.

ACADEMIC INFORMATION

Requirements for Admission- Elementary

New kindergarten students must be five (5) years old on or before September 1st of the year in which they are enrolling. New first grade students must be six (6) years old on or before September 1st. A residency form must be completed by new students and verified by the District. Non-resident tuition rates are available upon request through the District Office. See the Health Examinations, Dental Examination, Eye Examination, and Immunization section below for additional requirements for admission. Students who are new to the District must provide the District a valid birth certificate within 30 days of enrolling the student.

Requirements For Admission-Jr. High

The student must have completed 6th grade or the equivalent to enter 7th grade. Home-schooled students will be given an examination upon enrolling to determine grade placement. A residency form must be completed by new students and verified by the District. Non-resident tuition rates are available upon request through the District Office. Students who are new to the District must provide the District a valid birth certificate within 30 days of enrolling the student.

The District offers several programs for students at risk of academic failure or dropping out of school. These include an alternative learning opportunities program at the Hancock County Learning Center. To find more information regarding this/these programs please contact Mr. Mark Scott at 1-866-453-2600.

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

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

Curriculum

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

A student's achievement level in each State academic assessment will be distributed to each student annually. Parents/guardians have the right to information regarding any state or local policy regarding student participation in mandated assessments by the State or District, which shall include a policy, procedure, or parental right to opt the student out of such assessment, where applicable. Parents/guardians additionally have the right to information on each assessment required by the State or District, where such information is available and feasible to report.

Regarding curriculum, no later than 30 days after the beginning of the school year, the District will provide notice to the parents/guardians of an English language learner who is participating in, or has been identified for participation in, a program of English learning of: the reasons for the identification and need of placement in a language instructional education program; the child's level of English proficiency, how the level was assessed, and the status of the child's academic achievement; the methods of instruction used in the program, the methods of instruction used in other available programs, and the use of English and a native language in instruction; how the program will meet the educational strengths and needs of the child; how the program will

specifically help the child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation; the specific exit requirements for the program; how the program meets the objectives of an Individual Education Program, if applicable; and information pertaining to parental rights.

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

Instructional Material

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

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

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

Report Cards

Grades are received at the end of each nine weeks. Mid-term progress reports are provided at the end of the first four weeks of each grading period. Parents/guardians of students doing unsatisfactory work are urged to meet with the teacher involved. All grade cards will contain the total number of days absent. At the end of the school year, each student's official grade card is affixed to his/her permanent record card.

Grading Scale

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

Promotion/Retention - Elementary

A student shall not be promoted to the next higher grade level based upon age or any other social reasons not related to the academic performance of the student.

Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, performance based on the assessments required under the School Code Section and testing or any other criteria established by the School Board. Students who do not qualify for promotion to the next higher grade shall be provided remedial assistance.

Students who are to be promoted shall perform sufficiently in effort, daily assignments/homework, tests, and classroom participation. When a teacher believes that retention is possible, the teacher will contact the Building Principal. The parents/guardians of the student will be contacted and a meeting arranged to discuss the situation. The criteria for promotion shall be as follows:

- Kindergarten & 1st Grade: The teacher, parent/guardian, and Building Principal will determine promotion based on that student's readiness to succeed in the next grade.
- 2nd-6th Grades: Any student who is failing two or more core academic classes shall be retained. Failure will be based on a yearly grade average. The following classes have been determined as "core" academic classes:

2nd-3rd Grades

Reading, Math, Language Arts, Spelling

4th-6th Grades

Reading, Math, Lang. Arts, Science, Social Studies

Promotion - Jr. High

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

Students Enrolling in Algebra

8th grade students who enroll in Algebra class should be aware that their GPA for that class will be included in their 9th Grade (Freshman) GPA in high school.

Cheating/Plagiarism

In line with the philosophy of Nauvoo-Colusa that high moral, ethical, and educational values are of the utmost importance, the faculty and administration considers cheating of any kind very seriously. This includes but is not limited to plagiarism. This type of incident will be dealt with in a strict and expedient manner, up to and including discipline. *See Discipline Policy.

Homeroom Rules-Jr. High

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

Textbooks

Textbooks are furnished for a rental fee. The fee is payable during enrollment at the beginning of the school year. Fees are established on a yearly basis by the Board of Education and published at that time. Textbooks are issued to students at the beginning of the school year and at the start of the second semester. Once the teacher issues the student a book, the student is responsible for the upkeep and overall appearance of the book. If a book is lost, misused, or damaged beyond reasonable wear, the student shall replace the book. Cost for replacing the book depends on the cost to the district. Students, whose parents/guardians are unable to afford student fees, including textbook fees, may receive a waiver of fees. Applications for fee waivers are available from the school office and may be submitted by a student's parent/guardian. *See Student Fees and Waiver section.

Student Fees And Waivers

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

School Fees

Registration Fee: \$60

Jr. High Art Fee: \$15, Family Science Fee: \$15

NOTICE OF SURVEY POLICY

Surveys

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

Surveys Created by a Third Party

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

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

Survey Requesting Personal Information

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

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

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

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

Selling or Marketing Student's Personal Information

No school official or employee shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student's or parent's/guardian's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or state identification card.

The above paragraph does not apply: (1) if the student's parent/guardian has consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. Book clubs, magazines, and programs providing access to low-cost literary products
2. Curriculum and instructional materials used by elementary schools and secondary schools

3. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
4. The sale by students of products or services to raise funds for school-related or education-related activities
5. Student recognition programs

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

STUDENT INFORMATION & SERVICES

Telephone Messages/Usage

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

Report of Injuries

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

Disaster – Fire, Tornado, And Other Emergencies

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

Valuable Property

The District is not responsible for any lost or stolen materials.

Lockers and Padlocks

Lockers are school property. The District retains ultimate control of all lockers, including student lockers. Lockers, and personal effects left therein by a student, are subject to search by school officials without notice to or the consent of the student. The District reserves the right to inspect and search all lockers at any time to detect health or safety problems or violations of school rules or the law. Students are not to share lockers or use more than one locker. Combination padlocks are available by request in the office, for their hall lockers. Students may use a combination lock on their hall lockers and all combinations must be recorded in the school office. Students choosing to get a lock must pay \$1.00 for school lock rental. If the lock is lost or is broken, the student and parent/guardian are responsible for the replacement cost of the lock.

Lost and Found

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

P.E. Policy

If a student has an injury restricting physical exercise, a written doctor's letter stating that a student is restricted from participating in physical exercise must be on file in the school office and a copy given to the teacher to waive PE activities.

Homeless Student Policy

The District does not discriminate against children who fall under the definition of "homeless." The District, in keeping with the *McKinney-Vento Homeless Education Assistance Act*, provides services to homeless children. Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths. Questions relating to the rights of homeless children should be addressed to the District's Homeless Liaison, Tacy Nelson at 866-453-2600.

Special Education Students

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 District provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District. The term "children with disabilities" means children between the ages of 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year.

Children with disabilities who do not qualify for an IEP under the *Individuals with Disabilities Education Act* may qualify for services under Section 504 of the *Rehabilitation Act of 1973* if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Information regarding identification, assessment, and provision of special education services to eligible children enrolled and not enrolled in the District are available by contacting Beckie Dickerson, the Director of Special Education, at 866-453-2600. Additionally, a copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Parents/guardians of students who are deaf, hard of hearing, blind, visually impaired, orthopedically impaired, or physically disabled may be eligible to receive services from the Illinois School for the Deaf, the Illinois School for the Visually Impaired, or the Illinois Center for Rehabilitation and Education-Roosevelt and can contact Director of Special Education, Beckie Dickerson, for written information on these stated schools and other special schools which provide similar services.

Behavioral Intervention Policy

The Board of Education has adopted policies and procedures requiring the use of behavioral interventions with students with disabilities.

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

A copy of the District's behavioral interventions policy and procedures are available at the District Office or each School Office.

Bilingual Education

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

CPR & AED Videos

Students and parents are encouraged to view the video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED), which are available on the Illinois High School Association's website at: [https://www.ihsa.org/ Resources/SportsMedicine/ CPRTraining.aspx](https://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx) or Illinois State Board of Education website at: <https://www.isbe.net/Pages/School-Health-Issues.aspx>

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important District and Board goals. Please see Board Policy 7:290, *Suicide and Depression Awareness and Prevention* for more additional information. The District has developed a protocol to educate our students and staff on suicide prevention and depression awareness.

The National Suicide Prevention Lifeline can be reached at (800) 273-8255 or 988. The Crisis Text Line can be reached by texting HOME to 741741. Safe2Help Illinois can be reached by calling (844) 4-SAFEIL,

BULLYING, INTIMIDATION, AND HARASSMENT

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 and providing all students equal access to a safe, non-hostile learning environment are important District goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

Mr. Mark Scott, Superintendent
2461 North State Highway 96, Nauvoo, IL 62354
scottm@nauvoo-colusa.com

Complaint Managers:

Mr. Mark Scott, Superintendent
2461 N. State Highway 96, Nauvoo, IL 62354
scottm@nauvoo-colusa.com
866-453-2600

Mr. Chad Cox, Principal
2461 N. State Highway 96, Nauvoo, IL 62354
chadcox@nauvoo-colusa.com
866-453-2600

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;

- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
- a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
 - b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, Restrictions on Publications; Elementary Schools. This policy prohibits students from and provides consequences for: (1) 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 (2) creating and/or distributing written, printed, or electronic material, including photographic materials and blogs, that cause substantial disruption to school operations or interferes with the rights of other students or staff members.

HARASSMENT

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

Sexual Harassment

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student engaged in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that: (1) denies or limits the provision of education aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status or; (2) has the purpose or effect of: substantially interfering with a student's education environment; creating an intimidating, hostile, or offensive educational environment; depriving a student of education aid, benefits, services, or treatment; or making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

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

Nondiscrimination Coordinator:

Mr. Mark Scott, Superintendent, Nauvoo-Colusa CSD 325
2461 North State Highway 96
Nauvoo, Illinois 62354
866-453-2600

Complaint Managers:

Mr. Mark Scott, Superintendent, Nauvoo-Colusa CSD 325
2461 North State Highway 96
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Mr. Chad Cox, Principal, Nauvoo-Colusa CSD 325
2461 North State Highway 96
Nauvoo, Illinois 62354
866-453-2600

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

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

TEEN DATING VIOLENCE PROHIBITED

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. The term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or

emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. See Board Policy 7:185, *Teen Dating Violence Prohibited*.

ACCESS TO ELECTRONIC NETWORKS

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

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

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall be (1) consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library- media center materials. As required by federal law and Board Policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

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

Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's stated goals or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. All internet traffic can and will be monitored on a regular basis. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Networks Access* contains the appropriate uses, ethics, and protocol. Student's electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Any web based email accounts are banned from student use unless otherwise approved by the superintendent or designee for school use. Students may not download or install any software without consent. The license and original disk for any software installed must be turned in to the I.T. Department.

Authorization for Electronic Network Access

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

Acceptable Use of District's Electronic Networks Procedures

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

Terms and Conditions

1. Acceptable Use – Access to the District’s Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges – The use of the District’s Internet is a privilege, not a right, and an inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for illegal activity, including violation of a copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user’s account or password;
 - i. Posting material authorized or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Making threats or harassment
 - l. Using the network for commercial or private advertising;
 - m. Accessing, submitting posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material; and
 - n. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Do not become abusive in your message to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The Parties using the Internet have no expectation of privacy rights in their use of the internet in any communications.
6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred via the District relating to, or arising out of, any breach of this *Authorization*.
7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

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

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

Web Page Content and Publication Guidelines

1. Pictures of students, faculty, and staff may be posted.
2. Only first names of students may be used. (Teachers/sponsors must make sure any work included on a web page does not include more than the student's first name.) No student addresses, phone numbers, or other identifying information may be posted. Teachers and staff may post their personal identifying information, as they feel appropriate.
3. Parents/guardians have the right to deny publication of items listed in 1 and 2. Forms for this purpose are to be available at registration and in school offices. Faculty and staff may also request that their pictures or identifying information not be published. Administration and those designing web pages will be provided a list of people who have denied permission for publication.
4. Grammar, spelling, graphics, and layouts should be carefully inspected so web pages provide a positive image of our district and schools.
5. Web page content is to be primarily educational.
6. External links are to be appropriate and have educational value. Pages from these links are to be followed at least 2 levels deep and must be routinely checked to ensure that links are not made to inappropriate sites.
7. The primary responsibility for monitoring content and links rests with the teacher, club sponsor, or TEC Team member in charge of the page. In most cases, this is the person given the password to upload the site to the server. The e-mail address of the responsible person is to appear at the bottom of each page.
8. The format and general content of all pages must be approved by the committee before posting to the web. Routine updates consistent with the approved design may be made at the discretion of the person responsible for the page.
9. The District Technology Coordinator is responsible for the district page and the opening school pages. These pages are to include contact information for the district or school and e-mail addresses for the district and building coordinators.
10. Large files make pages slow to load. Graphics should be at the lowest acceptable resolution and size. Thumbnail images can be linked to larger images if more detail is needed.
11. Copyright and Plagiarism
 - A. Copyright laws are to be explained to students.
 - B. Graphics and other content are not to be used without permission.
 - C. Teachers/sponsors are responsible for assuring that copyright laws are obeyed.

EQUAL EDUCATIONAL OPPORTUNITIES

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

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

USE OF SCHOOL BUILDINGS / EQUAL ACCESS

School buildings and school grounds are to serve student academic and recreational needs, including District/school-sponsored activities held outside of the regular school day. In addition, individuals and recognized groups within the community also may use school property for approved activities. The District provides equal access to the Boy Scouts and other designated youth groups to use its facilities. Additional information about building availability and fees can be obtained from the Principal. See Board Policies 7:330, 8:20, and 8:30 for additional information.

SEX EQUITY POLICY

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

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

UNIFORM GRIEVANCE PROCEDURE

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

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

Additional provisions, including those applicable to employees and applicants for employment, may be found in board policy. The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the

person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint

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

Investigation

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

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

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with this policy. The Superintendent shall keep the Board informed of all complaints.

Decision and Appeal

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

Within 10 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 30 school business days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school business days of the School Board's decision, the Superintendent shall inform the Complainant of the School Board's action.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party. Discrimination concerns should be directed to the Nondiscrimination Coordinator or Complaint Manager:

Nondiscrimination Coordinator:

Mr. Mark Scott, Superintendent, Nauvoo-Colusa CSD 325
2461 North State Highway 96
Nauvoo, Illinois 62354
866-453-2600

Complaint Managers:

Mr. Mark Scott, Superintendent, Nauvoo-Colusa CSD 325
2461 North State Highway 96
Nauvoo, Illinois 62354
866-453-2600

Mr. Chad Cox, Principal, Nauvoo-Colusa CSD 325
2461 North State Highway 96
Nauvoo, Illinois 62354
866-453-2600

Title IX Sexual Harassment Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the

Respondent before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. 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*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:

Mr. Mark Scott, Superintendent
2461 North State Highway 96
Nauvoo, IL 62354
scottm@nauvoo-colusa.com
866-453-2600

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee*

Ethics; Conduct; and Conflict of Interest; 7:20, Harassment of Students Prohibited; 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; 7:185, Teen Dating Violence Prohibited; and 7:190, Student Behavior, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*. Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students. LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106. *Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999). *Gebser v. Lago Vista Independent Sch. Dist.*, 524 U.S. 274 (1998). CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct, and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

Annual Notice Concerning Student Records and Your Privacy Rights Regarding Student Records

The Board of Education has adopted a Policy (7:340, *Student Records*) and implementing Administrative Procedures governing student records, which are available upon request from the District Office as well as on the District website at www.nauvoo-colusa.com The Board Policy and Administrative Procedures are designed to comply with and clarify your rights under federal and Illinois law; specifically, the *Illinois School Student Records Act* (“ISSRA”) and the federal *Family Educational Rights and Privacy Act* (“FERPA”), and their corresponding regulations. The following explains the types of student records the District maintains and your rights regarding those records.

Permanent Record & Temporary Record

The District maintains both a “Permanent Record” and “Temporary Record” for each student.

The *Permanent Record* consists of the minimal personal information necessary to a school in the education of the student. Such information includes the student’s basic identifying information concerning the student, including the student’s name and address, his/her parents’ names and addresses, the student’s gender, and the student’s date/place of birth; a certified copy of the child’s birth certificate; academic transcript, including grades, graduation date, grade level, unique student identifier, any applicable Advanced Placement designations, any applicable designation of the student’s achievement of the State Seal of Biliteracy, the State Commendation Toward Biliteracy, or the Global Scholar Certification; attendance record; health record; scores received on all State assessment tests administered in grades 9-12; and a record of release of permanent record information.

The *Temporary Record* consists of all information contained in a school student record, but not contained in the student permanent record. It must contain a record of release of temporary record information; scores received on the State assessment tests administered in the elementary grade levels (K-8); a completed home language survey form; information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction; information regarding an indicated report pursuant to the *Abused and Neglected Child Reporting Act*, 325 ILCS 5/8.6; information contained in service logs; health-related information; and accident reports. The Temporary Record also may include family background information; intelligence test scores; aptitude test scores; psychological evaluation reports; elementary and secondary achievement level test results; other disciplinary information; special education records; records associated with plans developed under Section 504 of the *Rehabilitation Act of 1973*; and any verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the education of the student.

No person may condition the granting or withholding of any right, privilege, or benefit, or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the ISSRA or regulations.

Right to Inspect and Copy

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records, except as limited by the Board Policy or Illinois or federal law. A student has the right to inspect or copy his or her permanent record. All rights of the parent become the exclusive rights of the student upon the student's 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first.

In order to review the student's record, a parent must make a written request to the Official Records Custodian. The request will be granted within 10 business days after the date of receipt of the request, unless a 5 business day extension is required. The District may charge a \$.25/page for copies of the record. This fee will be waived when the parent is unable to pay.

Release of Information

The District may not disclose student records to any outside party without the parent's written, signed consent. However, as provided by law, the District will release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

- (1) to a District or State Board of Education employee or official with a current demonstrable educational or administrative interest in the student, in furtherance of such interest;
- (2) to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the released information and the person receiving the information signs an affidavit agreeing to comply with all applicable rules and statutes pertaining to school student records;
- (3) pursuant to a court order where a parent of a student is named in the court order;
- (4) to juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court;
- (5) in connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons (the parent must be notified no later than the next school day after the date the information is released, of the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release);

- (6) to a governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws of Illinois, provided that the records are released to the agency's employees or agents who are designated by the agency to be working on behalf of the District;
- (7) as allowed under the Serious Habitual Offender's Compensation Action Program;
- (8) to the Illinois Department of Healthcare and Family Services for purposes of school breakfast and lunch programs;
- (9) to the State Board or another State government agency or between or among State government agencies in order to evaluate or audit federal and state programs or perform research and planning;
- (10) if the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released; or
- (11) to other persons as required by Illinois or federal law.

The District also may release student records without parental consent to the following individuals or in the following circumstances, as long as, to the extent required by law, parents are first notified of their right to inspect, copy, or challenge the contents of the records to be released, unless otherwise allowed by law:

- (1) to the records custodian of a school to which the student has transferred or intends to transfer;
- (2) pursuant to a court order where a parent of a student is not named in the court order;
- (3) pursuant to a reciprocal reporting agreement; or
- (4) to any person as required by Illinois or federal law.

Any other release of information requires the prior written consent of the parent. The parent has the right to request a copy of any released records.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 or the Code of Criminal

Procedure of 1963 shall have any right of access to, or inspection of, the school records of that student. The District shall maintain the copy of any order of protection in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection. In addition, the District prohibits the disclosure by school employees to any person against whom the District has received a certified copy of an order of protection, the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner's child or children are enrolled.

Challenging a Record

A parent has the right to challenge the accuracy, relevance, or propriety of any entry in the student's school record, except for academic grades and the name and contact information of the District's Official Records Custodian. In addition, if the challenge is made at the time the student's school records are being forwarded to another school to which the student is transferring, a parent shall not have the right to challenge references in those records to expulsions or out-of-school suspensions or to academic grades. Board Policy 7:340, and its accompanying Administrative Procedures, provide for hearing and appeal procedures and an opportunity to include a written statement in the student's school record of reasonable length setting forth

the parent's position on any disputed information contained in that record. To challenge a record or entry, the parent must contact the Official Records Custodian, Mr. Mark Scott, who may be reached at 866-453-2600 or scottm@nauvoo-colusa.com. Parents may obtain a copy of the Board Policy, and its accompanying Administrative Procedures, from the Official Records Custodian or District Office. The Board Policy also is available on the District's website at www.nauvoo-colusa.com.

Destruction of Records

The District will notify parents of the destruction schedule for a student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for 60 years after the student leaves the District. Temporary records are kept for the period of their usefulness to the school, but in no case less than 5 years after the student leaves the District. A parent has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.

Student temporary records are reviewed by the District every 4 years or when a student changes attendance centers.

Upon graduation or permanent withdrawal of a student with a disability, special education records, and other information contained in the student's temporary record that may be of continued assistance to the student may, after 5 years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents.

Directory Information

Throughout the school year, the District may release directory information to the general public regarding students, limited to: the student's name, address, grade level, birth date and place; parents'/guardians' names and addresses, phone numbers, and email addresses; information relating to academic awards, degrees, honors, school-sponsored activities, organizations, athletics, period of attendance in school; major field of study; and photographs, videos, or digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that have appeared in school publications.

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

District Records Custodian

The District's Records Custodian is Mr. Mark Scott, who may be reached at 866-453-2600 or scottm@nauvoo-colusa.com.

Students Receiving Special Education Services

Under the *Individuals with Disabilities Education Act* (IDEA), the District must provide students with disabilities with appropriate special education and related services to address their education needs. Parents have the right to review and copy their student's school student records prior to any special education eligibility or IEP program review meeting, subject to the requirements of applicable federal and state law. Parents also may request a copy of their student's related service logs developed and maintained by the District for the following related services: speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services. These related service logs include information regarding the type and duration of the related services administered to their students. Please contact Beckie Dickerson, Special Education Coordinator at 866-453-2600 or dickersonb@nauvoo-colusa.com if you have questions regarding your student's special education services.

If you believe the District has violated or is violating your rights under the Board Policy or ISSRA or FERPA, you have the right to file a complaint pursuant to ISSRA or with the United States Department of Education concerning the District's alleged violation of your rights. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.

Please contact Mr. Mark Scott at 866-453-2600 or scottm@nauvoo-colusa.com with questions regarding your student's records.

HEALTH

Communicable and Chronic Infectious Disease

The school will observe recommendations of the Illinois Department of Public Health regarding communicable and/or chronic infectious diseases.

1. Parents are required to notify the school if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school may provide instructions to the parent/guardian regarding appropriate treatment for a communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

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

Student Concussions and Head Injuries

In accordance with Illinois law and to address the health issue of concussions in the school setting, District 325 has developed a protocol for the management of concussions. This protocol is developed outlining procedures utilizing evidence-based guidelines and best practice for District 325 to follow in the area of support for the student with a concussion. The procedure addresses immediate safety of students with concussions and a recovery plan for the student with a concussion, including "return to learn" and "return to play" guidelines to assist in the student's optimal readiness to return to sports and school. Should your child be diagnosed with a concussion, please contact your school principal.

A student who exhibits signs, symptoms, or behaviors consistent with a concussion in a class or practice or game will be removed from participation or competition at that time. A student who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student may not return to play or practice until the student has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Authorization to Provide Diabetic Care

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Medical Management Plan (DMMP) must be submitted to the school principal.

Guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Medical Management Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

3. Sign the Diabetes Medical Management Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Medical Management Plan.

For further information, please contact the school principal.

Health Examination & Immunizations

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

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and an age-appropriate developmental screening and an age-appropriate social and emotional screening. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening. In addition, for children between the ages of one year and seven years, parents/guardians must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.

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

Eye Examination

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

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

Dental Examination

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

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

Exemptions

A student may be exempted from this policy's requirement on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection.

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

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

Vision and Hearing Screening

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

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

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

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

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

Illness

Please do not send your child to school if he/she has vomited within the past 12 hours, is running a

temperature of 100 degrees or more, or has a communicable disease. Parents/guardians will be called to pick up their child if he/she has vomited or has a temperature of 100 degrees or more. See Illness During School section.

Prescription and Non-Prescription Medication Policy

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take 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.

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 parent(s)/guardian(s) of students.

Self-Administration of Medication

Students may possess an epinephrine injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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 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 injector, asthma medication and/or medication required under a qualifying plan, or the storage of any medication by school personnel.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

A parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

- a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
- b. Copies of the registry identification cards are provided to the District; and
- c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis.
- d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The School District Supply of Undesignated Asthma Medication section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The School District Supply of Undesignated Epinephrine Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription

for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The School District Supply of Undesignated Glucagon section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, or (2) fill the District's prescription for undesignated school glucagon.

The Designated Caregiver Administration of Medical Cannabis section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated asthma medication or epinephrine injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated asthma medication or an undesignated epinephrine injector. This policy does not guarantee the availability of undesignated medications. Students and their parent(s)/guardian(s) should consult their own physician regarding these medication(s).

GENERAL INFORMATION

Budget Notice: The annual and amended (as needed) district budget is available for review on the district website at www.nauvoo-colusa.com.

Integrated Pest Management Program

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

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

Nauvoo-Colusa CSD #325 must provide notification to parents, guardians, and school employees 4 business days prior to the application of pesticides on school grounds. The same written notice must be provided to parents, guardians, and staff that register to be notified or provide written notification through newsletters, bulletins, calendars, or other correspondence currently published by the school district.

Please register at our School Office if you wish to be notified prior to any application of a pesticide in our district. Forms will be available at the office.

Asbestos Management Program

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

containing materials.

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

The Inspection/Management Plan is available at each District building. Should you wish to review the plans, please call to make an appointment between 8:00 a.m. and 4:00 p.m.

Any concerns relative to asbestos-containing materials should be directed to Tyler Schilson, Maintenance Director, at Nauvoo-Colusa Elementary School at 866-453-2600.

Lead Testing

If samples exceed a certain amount as specified by law, the District must provide notice of the results by written or electronic communication to parents. If the samples fall below the level specified by law, the District can also send notice to the parents or post on the website.

Coal Tar Sealant

The District is required to provide notice prior to any application of a coal-tar based sealant product or a high polycyclic aromatic hydrocarbon sealant product. Notice must be provided 10 business days before application and include date and location of application and name/telephone number for school personnel responsible for application and any health hazards.

Sex Offender and Violent Offender Notification

Information about sex offenders and violent offenders against youth is available to the public. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <https://isp.illinois.gov/Sor>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <https://isp.illinois.gov/MVOAY>.

Employee Code of Professional Conduct

The district's employee code of conduct policy can be found on the district's website and/or by accessing the following hotlink on the internet with information on the ***NCES Employee Code of Conduct***