

A MESSAGE TO ALL STUDENTS

Welcome to the **North Clay Elementary/Junior High School!** I am truly excited about the new school year, and I hope that you are, too! At North Clay, you will have the opportunity to receive an excellent education and to participate in many extra-curricular activities and programs. Your teachers and I will work with you to help you become a responsible and informed citizen. In return, we ask that you take your education seriously and always do your best! Also, please remember the importance of being respectful to all students and staff members. Always treat others as you wish to be treated.

The purpose of this handbook is to ensure that you know and understand the policies, procedures and regulations that are necessary to promote the best educational setting possible. Please familiarize yourself with the information presented in this handbook, as it is your responsibility to follow the guidelines that are established. These guidelines will be enforced with consistency.

Please remember that you have the privilege of determining your level of success and enjoyment at **North Clay Elementary/Junior High School.** **Your** attitude, **your** behavior, **your** effort, **your** interests, and **your** involvement will determine **your** success. Strive to make wise choices!

At **North Clay Elementary/Junior High School,** we are dedicated to educational excellence! Let's work together to make this a successful school year!

Mrs. Julie Healy
Principal

PHILOSOPHY

The faculty, administration, and Board of Education of the North Clay Community Unit #25 realize the importance of providing students with the best possible educational opportunities. It is our belief that all students can learn, and it is our goal to help each student reach his/her potential. It is also our goal to foster appropriate social relationships in order to help enable students to become productive citizens.

MISSION STATEMENT

North Clay Elementary/Junior High School exists to create a safe and sound learning environment for its students by striving daily to meet their intellectual, emotional and physical needs.

VISION STATEMENT

North Clay Elementary/Junior High School's vision is to equip its students with the life skills necessary for them to lead productive and meaningful lives.

DISCLAIMER

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, processes, rules, and regulations that govern the everyday functioning of the school. Membership or participation in a school-sanctioned activity is a privilege and not a right. Your handbook cannot be all-inclusive, and as in any situation in an ever-changing society, changes may occur without notice.

Adopted by
North Clay Unit # 25 Board of Education
May 2010

CONTACT INFORMATION

School District: North Clay Unit District #25

School Name: North Clay Elementary - Jr. High School

Address: 550 South Route 45
Louisville, IL 62858

Telephone #: 618-665-3393

Fax #: 618-665-4803

Grades: Pre-K to Eight

Mascot: Indians

Colors: Red and White

SCHOOL SONG

Loyal and true
We pledge allegiance to you
This is our motto
We are one for all and
all for alma mater
Here's to our school
and long on high may she rule
Forever more you will find us
Always loyal and true
CHA-HE, CHA-HA, CHA-
RAH! RAH! RAH!
North Clay Indians
RAH! RAH! RAH!

THE FIRST FEW DAYS . . .

1. Become familiar with:
 - A. The daily schedule of the school
 - B. The location of your rooms
 - C. The location of your lockers (grades 4 - 8)
 - D. Your individual schedule (grades 6, 7 & 8)
 - E. **Items in This Handbook**
2. Plan to be punctual and regular in attendance to every class.
3. Start work the very first day that you are in class. If you don't understand your assignment, ask for help!
4. Listen carefully to the announcements that are read over the intercom. These often pertain to activities of the day, and it is your responsibility to pay attention to these.
5. Be prepared--have all necessary books, papers, and pencils with you at each class.
Remember to pick up all materials for all morning classes at the beginning of school. Pick up materials for afternoon classes at the end of your lunch period (grades 6, 7 & 8).
6. Keep your student agenda accessible at all times.

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ADMISSION AND ATTENDANCE

A. ADMISSIONS

- BIRTH TO THREE:** To participate in our Birth to Three program, a student must have been tested at Preschool screening and have met established criteria. He/she must be between the ages of newborn to 3 years (not eligible for Pre-Kindergarten). The school must have a **certified** birth certificate on record. The student must also have a physical examination by a physician licensed to practice in all of its branches. Immunization records must all be up to date.
- PRE-KINDERGARTEN:** To attend Pre-Kindergarten, a student must have been tested at Preschool screening and must meet established criteria. He/she must be between the ages of 3 and 5 (not eligible for Kindergarten). The school must have a **certified** birth certificate on record. The student must also have a physical examination by a physician licensed to practice in all of its branches. Immunization records must all be up to date.
- KINDERGARTEN:** To attend kindergarten a student must have attained the age of five (5) on or before September 1 of that year and must have proof of age by presenting a **certified** birth certificate at the time of registration. The student must also have a physical examination by a physician licensed to practice in all of its branches. Dental and vision examinations are also required. The examination(s) shall be conducted within one year prior to the entering of school at North Clay Unit # 25.
- FIRST GRADE:** To attend first grade a student must have attained the age of six (6) on or before September 1 of that year and must have completed kindergarten in order to be eligible to enroll in first grade. If a student has not attended kindergarten or school in another district, the student's first enrollment must be at the kindergarten level. Students without previous school experience will not be permitted to enroll in first grade until they have completed kindergarten.
- PHYSICAL EXAMINATIONS:** Students entering kindergarten, sixth and ninth grades **must present** proof of a physical examination or proof of an appointment by a physician licensed to practice medicine in all of its branches prior to the first day of attendance. Students in ungraded classes are required to have a physical examination within one year of the student's fifth, eleventh, and fifteenth birthdays.
- DENTAL EXAMINATIONS:** Students entering kindergarten, second, and sixth grades must present proof of dental examinations by a licensed dentist.
- IMMUNIZATIONS:** Proof of immunizations from Diphtheria, Tetanus, Pertussis, Poliomyelitis, Measles, Rubella, Mumps, Haemophilus influenzae type b (Hib), Hepatitis B and Varicella (age appropriate) is required of all students before entry regardless of age or grade status. Any student who does not submit proof of having protection by immunity as required must receive the needed vaccine. If for medical reasons one or more of the required immunizations must be given after the date of entrance of the current school year, a schedule for the administration of the immunizations and a statement of the medical reasons causing the delay must be signed by the health care provider who will administer the needed immunizations and be kept at the local school. All students entering the District's schools for the first time shall provide the Superintendent or his designee with proof of immunization from disease as required by state law prior to the first day of attendance.
- HOMELESS STUDENTS:** Any homeless student shall be immediately admitted, even if the student or student's parent/guardian is unable to produce records normally required for enrollment.
- TRANSFER STUDENTS:** A student transferring into the district is required to furnish a transcript, health record with complete immunization records and a Letter of Good Standing from the former school. If proof of immunization is not provided, the student's admission shall be delayed until such time that proof is presented to the district. Whenever possible, a transfer student will be placed at the same grade level held in the previous school. However, a home-schooled student will be tested to assist in proper placement. Students must be in compliance with all admission and information requirements. **Also, students transferring into the district within one week of a scheduled field trip may not be eligible to attend the field trip, at the discretion of the administration.**
- TUITION STUDENTS:** Tuition students living outside the North Clay Community Unit boundaries will be required to pay a tuition fee based on the per-capita cost of the previous school year and figured by Illinois Office of Education. No tuition student shall be admitted to any schoolroom when the facilities are sufficient to accommodate only the students who are residents of the district.

B. ARRIVAL AND DEPARTURE FROM SCHOOL GROUNDS

North Clay Elementary/Jr. High School has a closed campus policy. Students, whether they ride the bus or not, are to enter the building immediately and go to the gym. Students will be allowed to go to the cafeteria for breakfast after 7:45. Students who are not eating breakfast will be dismissed from the gym at 8:00 to report to their homerooms. **Parents/guardians are requested not to deliver their children to the Elementary/Jr. High School prior to 7:45 a.m., at which time the building will be unlocked.** All students shall remain at school during their lunch time and are not permitted to leave the school grounds without approval of the building principal. Students who ride a bus to school and those who ride a bus home from school are expected to ride the same assigned bus and be picked up and let off at the same assigned place. The building principal, upon written request of the parents/guardians, must approve changes from this procedure. The destination must be on a regularly established bus route.

Pre-Kindergarten: Morning session:

Drop-off: 8:00 a.m.

Pick-up: 10:45-11:00

Pre-Kindergarten: Afternoon session:

Drop-off: 12:15-12:30 pm

Pick-up: 3:05 p.m.

Kindergarten-8th grade:

School begins: 8:15 a.m.

First dismissal: 3:10 p.m. (walkers, parent pick-up)

Last bell: 3:15 p.m.

Students participating in extra-curricular practices will be dismissed at the last bell.

If a student brings a note, if a parent/guardian calls, or if a parent/guardian stops by the school office requesting a student be picked up by a parent/guardian or a relative at the close of the school day, the student and his/her teacher will be informed to dismiss the student at the walkers bell (normally 3:10 p.m.). For safety reasons, parents/guardians are to drop off and pick students up at the **front of the Elementary/Junior High building ONLY. This does not include the Jr. High entrance or the Commons.**

The road behind the Elementary and Jr. High building (which connects the grade school campus with the high school campus) shall be restricted to school bus traffic. For their own safety, students who walk to and from school should not use this road. Students may cross this road but are not to walk alongside or down it. The school will not be responsible for any damages sustained to students, adults, or vehicles when the road is used improperly. Except for school buses, the use of this road is prohibited before school, during school hours, and during dismissal times. For safety reasons, no K-8 student will exit the bus at the high school.

Parents/guardians bringing children to school and picking them up during or after school shall use the front (EAST) entrance. (This does not include the Jr. High entrance or the Commons.)

C. VISITORS

Parents/guardians, school officials, and other visitors are always welcome in our school. All visitors must sign-in in the office prior to visiting the classroom areas, so that there is a record of everyone who is present in the building. The sign-in sheet asks for the visitor's name, date, time of arrival, destination and leaving time. Office staff will then provide a badge and will use the intercom system to notify the classroom teacher that a visitor has arrived. When a student is to be picked up early because of appointments, etc., the classroom teacher will be notified by intercom. Social visiting in the school is not permitted, and students are instructed not to invite their friends to come to school.

D. ATTENDANCE INFORMATION

A student enrolled in North Clay Schools is expected to attend school each day. School attendance is compulsory under Illinois law. Parents/guardians who permit their children to be absent without valid excuses are in violation of the law. North Clay Schools intend to vigorously uphold the Illinois statutes relating to school attendance.

Excessive absences and tardiness are very serious matters. Each has a direct relationship to the quality of education, as well as to the development of habits that will continue through the students' remaining school and work years. The state law is quite clear that it is the responsibility of the **PARENT/GUARDIAN** to have his/her child in school attendance daily.

On days when it is necessary for your child to be absent from school, please follow the procedure listed below for students returning to school:

1. Parents/guardians are requested to phone school by **9:00 a.m.** on the day of the absence.
2. Students must present a written excuse from the parent/guardian **ON THE DAY OF RETURN** to school. **If no parent/guardian has phoned or no written excuse is delivered that day, the absence will automatically be recorded as unexcused.**
3. **After 10 absences, students must present a doctor's excuse, or the absence will be considered unexcused. The doctor's note must be presented within 3 school days.**

* **LATE (TARDY)**—if entering the building after 8:15 a.m. or leaving the building before 3:12 p.m., a student will be considered late (tardy). A student will be counted late (tardy) if absent for any part of the day less than one-half. Excessive tardies will also be referred to the truancy officer.

ABSENCES-

PRE-ARRANGED: All excused absences (medical excuses, illness, or death in the family) should be pre-arranged with the principal. These will be reviewed and at the discretion of the administration, be limited to 4 days. Students should make arrangements for their make-up work before leaving school completing the work beforehand when possible. ****Lack of pre-arrangement may result in lack of credit being given.**

EXCUSED: The following are examples of excused absences: illness of the student, illness within the immediate family, death in the immediate family, marriage in the immediate family, church holiday, urgent family plans, dental/medical appointments. **Upon return to school, the student should have a written note from parent/guardian or dental/doctor slip in the office to be counted excused.** Students will be given **1 day for each day absent** to turn in makeup work.

UNEXCUSED: The following are examples of unexcused absences: hunting, fishing, shopping trips, work, babysitting, oversleeping, car trouble, concerts, failure to check absences through the office.

* PROCEDURES FOR ABSENCES (EXCUSED/UNEXCUSED)

Each student will be allowed:

10 excused absences (parent note or dental/doctor note required)

4 pre-arranged absences (must be pre-arranged through administration)

2 unexcused absences (no note required)

After 10 total absences (for any reason) students must present a dental/doctor excuse. Students that fail to bring in the required notes within 3 days of the absence will be unexcused. For each day of unexcused absences, the student will be expected to do the work and to learn the material, but all work missed during unexcused absences will receive a maximum grade of 50% of the grade earned.

* TRUANCY

If a student has been absent excessively, a referral will be made to the truancy officer. If the problem cannot be resolved, the school authorities have no alternative but to follow legal truancy procedures. "Truancy" is usually defined as an unexcused absence from school. If a student is chronically or habitually truant as defined by the local school district, action may be taken against the parents/guardians of the student. If parents/guardians fail to send their child to school after they are notified of the truancy, the parents may be found guilty of Class C misdemeanor. Truancy is considered chronic if a student misses 10% of the days in session. In the case of truancy, parents/students will be referred to the Truancy Review Board. **Students may also be ineligible to attend field trips, at the discretion of the administration. (see promotion/retention section)**

E. SCHOOL CLOSINGS

The necessity for the emergency closing of all attendance centers is usually caused by inclement weather making transportation too dangerous. Power or furnace failure may make it necessary to close one attendance center. In the case of weather conditions making transportation dangerous, the decision to close school will be made by the superintendent. If possible, this decision will be made before 6:30 a.m. Radio stations and employees will be notified as soon thereafter as possible. If an emergency exists at one attendance center the building principal will report the emergency to the superintendent as soon as possible so parents/guardians can be notified.

In case of inclement weather, a decision could be made to run the buses on a delayed schedule, thus avoiding a complete shut-down. Therefore, some mornings the radio stations may be instructed to notify parents/guardians that the buses will run on a schedule one hour later than usual.

Information regarding school closings will be announced on WNOI FM 103.9. An announcement will also be made through the school notification system.

F. CLOSED CAMPUS

The **North Clay Elementary/ Jr. High School** has a closed campus during the entire school day. A student may leave the school during the day **only** when a parent/guardian comes to the office and requests the student. A sign-out sheet is maintained in the office for this purpose, and the parent/guardian should sign and note the time at which the student left school.

ATHLETICS

A. RULES FOR BALL GAMES (SPECTATOR CONDUCT)

- 1.) Stand at attention when the *National Anthem* is being played.
- 2.) Booing is poor sportsmanship and will not be tolerated.
- 3.) Do **not** stomp the bleachers
- 4.) Do not scuffle during the game.
- 5.) Students will be permitted to leave the gym for refreshments only at half times and between games.
- 6.) Cross the floor only at the end of the gym.
- 7.) ****Students will not be permitted to loiter in the halls or restrooms during the game.**
- 8.) Students are asked not to throw paper or any other objects on the floor or at each other while in the gym.
- 9.) Only cheerleaders may get on the floor to lead cheers.
- 10.) **NO SMOKING IS ALLOWED ON SCHOOL GROUNDS.**
- 11.) **Students must be in attendance more than one half of the school day in order to participate in ball games or other school activities.**
- 13.) Students should make arrangements for their parents/guardians to pick them up after the game (approximately 9:15) or should use the pay phone.
- 14) **Board policy regarding spectator conduct will be enforced consistently.**

B. PHILOSOPHY OF ATHLETICS—(Refer to the North Clay CUSD #25 Athletic Code)

C. STUDENT/ATHLETE CODE OF ETHICS--(Refer to the North Clay CUSD #25 Athletic Code)

D. ATHLETIC/EXTRA-CURRICULAR PARTICIPATION—(Refer to the North Clay CUSD #25 Athletic Code)

AWARDS

CHORUS, LIBRARY, BAND, AND ACADEMICS

CHORUS All chorus participants will receive a certificate of participation if they have participated in all public appearances. 8th grade students will receive a letter if they have performed in all public appearances during their 8th grade year.

LIBRARY A library pin is presented to graduating eighth grade librarians who have worked two or more years as student librarians.

BAND **ALL BAND STUDENTS WILL RECEIVE A CERTIFICATE OF PARTICIPATION IF THEY HAVE PARTICIPATED IN ALL PUBLIC APPEARANCES. 8TH GRADE STUDENTS WILL RECEIVE A LETTER IF THEY HAVE PERFORMED IN ALL PUBLIC APPEARANCES DURING THEIR 8TH GRADE YEAR.**

SPORTS Students may earn school letters (monograms) for participation in athletics. Students are not issued more than one letter per school year; additional letters earned are designated by metal emblems. School letters (monograms) may be earned in the following manner:

BASEBALL/SOFTBALL

- 1) Participation in 50 percent of the varsity scheduled games.
- 2) An eighth grader who is a member of the squad for the entire baseball season.
- 3) Varsity performance based upon specific needs of the team.

BASKETBALL

- 1) Participation in 50 percent of the varsity scheduled games.
- 2) An eighth grader who is a member of the squad for the entire basketball season.

TRACK

- 1) Fifteen points earned during the track season, including conference and state meets.
- 2) One point earned at the conference or state track meets.
- 3) An average of one point earned in all meets including conference meets.
- 4) Participation by an eighth grader for the entire track season.
- 5) Fifth Grade students are not eligible for track letters.

VOLLEYBALL

- 1) Participation in 50 percent of the varsity scheduled games.
- 2) An eighth grader who is a member of the squad for the entire volleyball season.

CHEERLEADING A varsity cheerleader may earn a school cheerleading letter by serving the entire season as a cheerleader.

CROSS COUNTRY

- 1) Participation in 50 percent of the varsity scheduled games
- 2) An eighth grader who is a member of the team for the entire season.

ATHLETIC MANAGER Athletic managers are selected on an individual basis by the junior high coaches. Students are recommended for letter awards by the coaches; however, only students serving as managers for the entire season shall be eligible for the award.

SCHOLAR BOWL Students who participate in scholar bowl earn a letter during their first year of participation and a pin during their second and third year of participation.

SCRABBLE CLUB: Students will earn certificates contingent upon active participation

USNC CLUB: Students will earn certificates contingent upon active participation

GRADUATION:

Scholarship

A scholarship pin is presented to each eighth grade student who, during his/her combined sixth, seventh, and eighth grade years, has maintained an A- (94%) or better grade average.

Rotary Club Award

The Rotary Club Scholarship award is given to the graduating boy and girl with the highest total grade point average for their sixth, seventh, and eighth grade years

American Legion

Citizenship Award

The American Legion Citizenship Award is presented by the Louisville American Legion Post to one student and a runner-up who possess outstanding courage, honor, leadership, patriotism, scholarship and service. The method of selection of the recipients of these awards shall be as follows: A list of all eighth grade class members shall be distributed to each eighth grade student. Students will then be instructed to circle the names of ten classmates. Jr. High teachers will make the final selection from a list of the top ten students with the greatest point value.

Perfect Attendance

A perfect attendance award is presented to each eighth grade student who during his/her eighth grade year has not been absent or tardy. Students will also be recognized for multi-year perfect attendance.

BOOK RENTAL / LOSS / DAMAGE

BOOK RENTAL

Textbooks and workbooks used by students are the property of the school district. Students in grades K - 8 are charged a book rental fee. Book rental should be paid the first day a student attends school. The building principal must approve book rental fees not paid at this time. Transfer students (in or out) will have their book rental pro-rated on the basis of one-fourth for each quarter in which the student attends. Textbook fees may be waived if gross household income meets the federal guidelines for such a waiver. Forms for submitting a textbook fee waiver request are available from the building principal. The use of false information to obtain such a waiver is a felony under Illinois law.

LOSS OR DAMAGE Any student who damages or loses a textbook will be assessed a reasonable pro-rated fee which must be paid in that school term for the replacement or repair of the book. ***A replacement fee of \$5.00 per agenda and \$1.00 per school folder will be charged.***

CAFETERIA

A. LUNCH / BREAKFAST PROGRAM

The goal of every school lunch program is to serve nutritionally adequate, attractive and moderately priced lunches. The administration is responsible for making certain that cooks prepare school lunches that meet Illinois Office of Education requirements. These requirements are met by carefully planned menus, which are uniform in the attendance centers of the North Clay Unit. All attendance centers in the North Clay Unit are bound by contractual agreement to offer without discrimination a Type A lunch to all students. The nutritional goal for school Type A lunches is to furnish in excess of one third of the recommended daily dietary requirement for children within the various age groups. Type A lunches require milk to be placed on the tray unless the student has doctor's excuse for a milk allergy. It is the responsibility of parents to obtain a doctor's script for this. Food portions vary for different age groups. It includes foods from all the food groups of the Daily Food Guide and a specified amount of butter or fortified margarine. Parents/guardians will be notified at the beginning of each school year concerning lunch prices.

Students will be offered a nutritious breakfast starting approximately the first week of September. Students are to go to the cafeteria upon arrival to school to eat breakfast. Breakfast prices are set yearly by the Board of Education and will be published in the county newspaper prior to the start of the school year.

Information concerning conditions of eligibility for free or reduced lunch and application forms for such will be provided at the time of registration or will be given to each student the first day that they attend school. Parents/guardians who feel they qualify for free or reduced price lunches for their children should complete the application form and return it to the building principal immediately. The school district will verify the information on the application. Deliberate misrepresentation of the information may be subject to prosecution under State and Federal laws. Pupils/guardians who are eligible for either free or reduced lunch are also eligible for free or reduced breakfast.

Students may buy lunches weekly on Monday morning and may purchase breakfast daily in the cafeteria. ***Parents/guardians are expected to keep lunch accounts current and accounts will not be allowed to accumulate beyond \$25. Parents will be notified, and alternate lunches will be served if the balance accumulates over \$25. If the balance is in excess of \$100 it will be referred to a collection agency.***

One percent milk is available with a school lunch or sack lunch. Kindergarten students are also permitted to purchase milk for a scheduled morning break. This milk is not covered under free or reduced price program and must be paid for by parents/guardians weekly or monthly in advance. Parents/guardians will be notified at the beginning of the school year concerning milk price. Additional milk may be purchased in the lunch line each day. Orange drink will be available to students presenting a doctor's note indicating the necessity.

B. FOOD, DRINKS, CANDY, AND GUM

The school provides a Type A school lunch that students may purchase. Students may bring lunch from home, and milk may be purchased in the cafeteria for \$.25. We ask that parents/guardians wishing to bring treats to school for their child's class please contact the classroom teacher so a time can be scheduled to have the treat in the cafeteria. Additionally, the school asks that only pre-packaged foods or commercial bakery products be brought for class parties. ***Gum chewing is not allowed in the school building during the school day—disciplinary action will be taken.***

CIVIL RIGHTS/EQUAL OPPORTUNITIES

A. NON-DISCRIMINATION AND EQUAL OPPORTUNITIES

North Clay Community Unit #25 will comply with all federal and state non-discrimination and equal opportunity laws, orders, and regulations and will not discriminate against any person because of race, color, sex, religion or national origin in any of its educational programs and activities. *Title IX* of the *Education Amendments of 1972* and regulations issued thereunder require Unit District #25 not to discriminate on the basis of sex in its educational programs and activities. (740 ILCS 23/5, 105 ILCS 5/27-1)

The Unit Superintendent has been designated as the *Equal Opportunity Officer for Unit #25*. Any questions or complaints concerning the above should be directed to him at his office (Ph.# 665-3358).

B. CIVIL RIGHTS GRIEVANCE PROCEDURE

The grievance procedure along with explanations, due process, and directions are available for inspection in the Superintendent's office for *Title VI*, *Title IX*, and *Section 504* and for the elimination of discrimination and denial of services on the basis of race, color, national origin, sex, and handicapped grievances. (740 ILCS 23/5, 105 ILCS 5/27-1)

EXPLANATION:

A *grievance* is a difference of opinion raised by a student or group of students involving:

- 1) the meaning, interpretation or application of established policies
- 2) difference of treatment
- 3) the application of the legal requirements of civil rights legislation

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the *Office of Civil Rights (OCR)* or the courts. Due process shall exist throughout the procedure with the right to:

- 1) presentation
- 2) present witnesses and evidence
- 3) confidentiality
- 4) review relevant records
- 5) proceed without harassment and/or retaliation.

C. EQUAL EDUCATIONAL OPPORTUNITY

The North Clay Unit #25 School District ensures equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion, or handicap. Questions in reference to educational opportunities may be directed to the Unit Superintendent.

The curriculum at the Elementary/Junior High School is reviewed and updated annually. It is designed to provide a broad academic base to meet the needs of the students of the district.

The district recognizes the special educational needs of students. Programs are available to meet the needs of the learning disabled, educationally and trainable mentally handicapped, and behaviorally disordered students. Transportation is provided when these special classes are held outside the district.

Through federal and state grants, students can receive additional help in special areas of need provided by the Title 1 staff. Entry and exit criteria for special educational services are developed in accordance with state and federal guidelines. Parents/guardians may obtain criteria and guideline information concerning Title 1 from the building principal.

Effective education requires a coalition of students, parents/guardians, and teachers. North Clay Elementary/ Jr. High School encourages parent/guardian involvement at every level and in all phases of a student's educational program. Formal conferences are scheduled each fall and conference time is included in each teacher's daily schedule. Newsletters, bulletins, activity schedules, and calendars are sent home regularly.

D. HARASSMENT/BULLYING/HAZING/COERCION

Bullying is a person or persons of greater power whom repeatedly take(s) unfair advantage of a less powerful person or persons.

Student harassment, bullying, hazing, or coercion in any form (peer to peer, adult to peer, peer to adult) will not be tolerated. A formal complaint form can be filed by a student and/or parent. These forms are available in the office. All allegations will be investigated thoroughly and handled in an appropriate manner. Action, if warranted, will be taken and in accordance to Board policy and Illinois law.

E. HARASSMENT/SEXUAL

The Board of Education will neither condone nor tolerate sexual harassment of students by students, agents, or district employees. The Board believes that students have the right to be free from the harm perpetuated by antisocial acts while at school.

1. Definition. For purposes of this policy the term sexual harassment is defined as:

- Verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or student that denies, limits, provides different, or conditions the provisions of aid, benefits, services, or treatment protection under Title IX.

The Board interprets the definition of sexual harassment to include, but not be limited to, the following behavior:

- Unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, overly personal conversation, cornering or blocking an individual's movement, pulling at clothes, attempted rape, rape, etc.

Students who are the victims of sexual harassment are encouraged to notify the school district through their principal, or if the principal has allegedly committed the act or acts of sexual harassment complained of, through the Superintendent. Such report shall be made in writing, detailing the specifics of the charge and should be submitted within a reasonable time after the incident. The identity of the parties and the events complained of shall remain confidential to the extent feasible. The principal shall report his/her findings and any remedial action to the Superintendent. Acts of sexual harassment, depending upon the circumstances of the case, may be considered cause for expulsion or such other disciplinary action as is warranted.

2. **Allegations Made Against Employees:** The Superintendent shall interview the employee or agent of the district as soon as possible after an allegation of sexual harassment was made against the employee or agent. The Superintendent is responsible for investigating allegations of sexual harassment and will keep the Board informed of all developments. The employee may be suspended pending an investigation and, if the allegations are substantiated, the employee may be subjected to disciplinary measures, including suspension and dismissal. District action shall be in accordance with Illinois law.
3. **Investigation Process:** The Superintendent will immediately conduct an investigation once he/she receives a report of an alleged sexual harassment.

COMMUNICATIONS

A. TELEPHONE USE

Student use of the phone will be limited to school related concerns or emergencies. Students **will not** be allowed to use the office phone for the following:

- **Lunches**
- **Homework/agenda**
- **PE clothes/athletic uniforms**
- **Band instruments**

Meetings, ballgames, and practice schedules should be posted where they can be discussed before a student leaves for school. In no instance will a pupil be permitted to charge a long distance call to the school district, unless it is an emergency call to his home residence which has been approved by the building principal or office staff. The pay phone should be used at ballgames or after school only for contacting a parent/guardian or family member related to transportation.

B. COMPUTER USE AND INTERNET ACCESS

Illegal use of the computers, such as going into the server, games, etc., will be considered gross misconduct. Students are not to access their email while at school. Each student or school personnel wishing to access the Internet must have a completed Acceptable Use Policy on file. Access to the Internet must be for the purpose of education or research, and must be consistent with the educational objectives of the school. Unacceptable use of the Internet will result in the elimination of the privilege of using each. A letter will be sent home to notify the parents/guardians.

Some examples of unacceptable uses are:

- Using the Internet for any illegal activity
- Unauthorized downloading of software
- Downloading copyrighted material
- Using the network for private or commercial gain
- Wastefully using resources such as file space
- Gaining unauthorized access to resources
- Invading the privacy of individuals
- Using another's password or account
- Posting materials authorized or created by another without his/her consent
- Posting anonymous messages

DISCIPLINE

Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds, which are owned or leased by the Board of Education and used for school purposes and activities. In all matters relating to the discipline in and conduct of schools and the school students, they stand in the relation of parents/guardians to the students. This relationship shall extend to all activities connected with the school program, including all athletic and extra-curricular programs, and may be exercised at any time for the safety and supervision of the students in the absence of their parents/guardians. A teacher may use reasonable force as needed to maintain safety for the

other students. A teacher may remove a student from the classroom for disruptive behavior and must include provisions, which provide due process to students. (105 ILCS 24-24)

The Board of Education may make and enforce reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events. Board policy will be implemented consistently. The administration of any school may sign complaints as agents of the school against persons committing any offense at school events. (105 ILCS 24-24)

DRESS CODE

The *North Clay Board of Education* believes it is advisable to govern to some extent proper dress for attendance at school. The rules and regulations shall be reviewed periodically and revised when deemed necessary. The mode of dress should reflect the proper attitude toward school and promote self-respect.

Generally, acceptable dress for both boys and girls should be in good taste. There will be full shirts with no skin exposed from the shoulder to the top of the pants or skirts. Skirts/shorts have to be mid thigh length. ***This also applies to PE clothes and to those worn for extracurricular practices.*** Jeans with holes above the knees are considered unacceptable (unless the student is wearing leggings under the jeans). Crop tops (half-tops), tube tops, halter tops, fishnet tops, and tank tops are not allowed. It is mandatory that shoes or sandals be worn for reasons of safety and sanitation. Head wear (caps, hats, visors, bandanas, hoods on sweatshirts, etc.) must be removed upon entering the building.

Dress that will create undue distractions or result in disruptive actions on the part of the student will not be allowed. Clothing with vulgar or suggestive writing will not be tolerated. Unusual or questionable dress will be screened by the principal and students may be sent home to change clothing. This will be a warning. Any further incidents of improper dress will result in a detention.

If there is any question as to the appropriateness of a student's wearing apparel, the teacher may make a referral to the building principal. (105 ILCS 5/10-22.25b)

DRESS CODE-PHYSICAL EDUCATION CLASS **(Grades 6, 7, and 8 only)**

Each student must have separate clothes to be worn for physical education class **ONLY**. This should include proper fitting gym shorts with elastic waistband, T-shirt, athletic socks, shoes for gym floor, and a towel. The uniform can be any color.

TOBACCO / SMOKING / ALCOHOL / DRUGS

Being under the influence of, or possession of tobacco products, lighters, alcohol, drugs, drug paraphernalia or use of any of the aforementioned items on school premises or school-sponsored trips is strictly forbidden. North Clay Unit District #25 has a zero tolerance policy. (105 ILCS 5/10-20.5b)

CODE OF CONDUCT

North Clay Elementary/Jr. High School students are prohibited from engaging in behavior that will endanger -- or threaten to endanger -- the safety of others, that will damage property, or will impede the orderly conduct of the school program.

Following are the offenses which are prohibited by the North Clay Elementary/Jr. High School's *Code of Conduct* and the disciplinary actions and procedures used in dealing with those offenses.

LEVEL I ACTS OF MISCONDUCT

Level I Acts of Misconduct are minor disturbances which impede the orderly operation of the classroom or the school building. For Level I violations the teacher will follow his/her Classroom Management Plan. Repeated offenses of the Classroom Management Plan may result in a conduct referral and/or the following consequences. Jr. High students will be expected to follow a management plan implemented by all Jr. High teachers.

LEVEL II ACTS OF MISCONDUCT

Level II Acts of Misconduct involve misbehaviors which seriously disrupt the learning climate of the school. These infractions require the intervention of the principal because Level I discipline options have failed or the misbehavior is serious enough to require corrective action on the part of the administrative personnel. Level II acts of misbehavior normally require students being assigned after school detention, at the discretion of administration. These include such behaviors as, but not limited to:

- A. Failure to dress appropriately, (refer to dress code)
- B. Poor conduct in the lunch room
- C. Bullying (pre-fight conditions)
- D. Lying to a school personnel
- E. Talking back or showing disrespect to school personnel
- F. Inappropriate physical contact
- G. Damage to another student's property/school property

- H. Spitting on or at another student or school personnel
- I. Snowballing
- J. Failure to comply with reasonable teacher requests
- K. Public display of affection
- L. Deliberately skipping classes
- M. Defiance of school and classroom rules
- N. Cell phone infraction (second offense and thereafter)
- O. Inappropriate language

LEVEL III ACTS OF MISCONDUCT

Level III Acts of Misconduct are considered gross misconduct involving actions which are so serious that they always require administrative actions which result in Saturday School or suspension from school. Level III Acts of Misconduct will follow the guidelines set forth in the section, **GENERAL GUIDELINES FOR AFTER SCHOOL DETENTION, SATURDAY SCHOOL, AND IN/OUT OF SCHOOL SUSPENSIONS**. If a student is issued an out-of-school suspension, he/she will be banned from field trips for the remainder of the school year. In addition, he/she is not allowed on school property during this time. Level III Acts of Misconduct may involve the intervention of law enforcement authorities and action by the **Board of Education**. The corrective measures which the school or district uses will be determined by the extent of the resources available for remediating the situation in the best interest of all students. These acts include the following, but not limited to:

- A. Arson
- B. Extortion
- C. Fighting
- D. Gang activities
- E. Obscene or profane language, gestures, or handwritten material toward a student or school personnel
- F. Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property
- G. Possession and/or sale of stolen property
- H. Possession/viewing of pornography (including electronic images or text)/printing inappropriate computer-generated pictures or text
- I. Possession, use, or under the influence of alcohol
- J. Possession or use of weapons
- K. Possession, use, or sale of controlled substances (drugs) and/or drug paraphernalia
- L. Pulling a fire alarm/calling 9-1-1
- M. Skipping school
- N. Stealing
- O. Threats to persons or property
- P. Possession, use, or sale of tobacco products
- Q. Vandalism
- R. Cell phone use in restroom/locker room—phone confiscated and suspension assigned

As it is not possible to list all acts of misconduct or the consequences of those acts of misconduct, the building principal has the responsibility of maintaining discipline within his/her building. The building principal may assign discipline actions as needed to ensure an orderly school environment. The building principal may choose to assign in-school suspension as an alternative to any of the aforementioned consequences. The administration shall take the steps necessary to maintain the proper educational environment.

GLOSSARY OF DISCIPLINE TERMS

- DAMAGED PROPERTY:** Students shall be held responsible for payment of damage to equipment, furnishings, buildings, etc. resulting from careless usage, misconduct, or violation of instructions or established rules and regulations. Students likewise are expected to pay library and textbook fines and bills assessed because of their loss or extreme wear and tear on school rental property.
- DETENTION:** Although we do not like to keep students after the close of the regular school day, there are occasions when this becomes necessary. We want to cooperate with parents/guardians in this matter, as we know that providing transportation after the buses have gone can be a problem. Students who are given a detention by a teacher will be given a day in which to notify their parents/guardians that they must stay after school and arrange for transportation home. Violation of rules after warnings and repeated failure to do work assigned are the two most common reasons for detentions being given. Detentions usually last until 3:45 p.m. Parents/ guardians are encouraged to contact the teacher who assigned the detention to discuss why the detention was assigned.
- DISRESPECT/
INSUBORDINATION:** Open or persistent defiance of authority and/or school rules and regulations. Included are verbal abuses or recognizable derogatory gestures.
- EXPULSION/SUSPENSIONS:** A student may be expelled only by the **Board of Education** upon recommendation of the Superintendent for reasons of gross disobedience, misconduct, or violation of school rules or regulations based on sufficient evidence. Expulsion shall take place only after the parents/guardians have been requested to appear at meeting

of the Board, to discuss their child's behavior. When expelled, the student may be reinstated only by action of the board. (105 ILCS 5/10-22.6)

- EXTORTION:** Use of force or threatened use of force to obtain another person's property or money.
- FIGHTING:** Fighting among students either on school property or buses will not be tolerated. Students must learn to settle problems in acceptable ways.
- LOITERING:** Standing idly about or loafing in classrooms or other parts of a school building or on school grounds when asked to refrain from this action.
- OUT-OF-SCHOOL SUSPENSION:** The **Board of Education** authorizes suspension of students who commit Level II and III Act of Misconduct. Out-of-School suspensions may range from one (1) to ten (10) days, depending on the nature of the violation. Students will be required to turn in work missed but will receive a maximum grade of 50%.
- IN-SCHOOL SUSPENSION:** **The in-school suspension program is an alternative for the student who is in serious trouble with his/her teachers or school officials. Assignment to the program is an alternative to out-of-school suspension. The program isolates the student from the mainstream of school activity, but does not relieve him/her of the obligation to continue his/her studies.
**Students are given restroom privileges--one in the morning and one in the afternoon at different time than the normal passing time. Lunch is eaten in the suspension room during normal lunch periods. All other privileges related to school are withdrawn, academic as well as extra-curricular, until the expiration of the suspension period.
**In an atmosphere of complete silence, students are expected to study and complete the class assignments as assigned by their classroom teachers. Upon SATISFACTORY COMPLETION OF THE ASSIGNED SUSPENSION, the student will return to normal school activity and all school privileges are restored.
**Students will be required to turn in work missed during the period of suspension, but will receive a maximum grade of 75% of the actual grade received.
- TARDINESS:** Entering a class after assigned time or leaving a class before assigned time.
- VANDALISM:** Defacement or destruction of any school building or fixture, including the willful writing, making marks, drawing characters, etc. on walls, furniture and fixtures.
- VERBAL ABUSE:** Name calling, profanity, obscenity, racial slurs, or other derogatory statements or gestures.
- WEAPONS:** Possession of and/or the use of objects that could produce bodily harm.

DUE PROCESS

- SUSPENSION AND EXPULSION** The constitution of the State of Illinois states that "a fundamental goal of the People of the State is the educational development of all persons to the limits of their capacities." When citizens act irresponsibly, violate the rights of others, or present actual or threatened danger to persons or property, they are subject to lose some of their rights. Such is the case with the right of an education. When a student commits acts of gross disobedience or misconduct, the right to an education may be forfeited. No governmental agency such as a school may deprive a citizen of rights without due process of law. Due process is afforded to guarantee that the accused person has a chance to present a defense, to explain the circumstances of the alleged improper action or to attempt to prove innocence.

A Supreme Court decision has held that prior to the imposition of suspension the following procedures shall be observed:

- The suspending school official shall give the student oral or written notice of the charges and evidence to support the charges.
- If the student denies the charges, an opportunity shall be given to the student to present an explanation in conference with the suspending school official. The school official shall then inform the student whether or not the suspension is to be imposed.

The court also stated that students whose presence pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases the requirements of notice and hearing shall follow as soon as possible.

Suspended students will not be permitted on school grounds or allowed to participate in extra-curricular activities during the period of suspension. School authorities will determine the length of suspension. Parents/guardians will be notified in writing of the action taken and will be given the opportunity to a hearing to determine a satisfactory solution to the student's conduct.

- EXPULSION** Suspension from school is used as a penalty for various infractions of school rules. After a student receives 3 suspensions, his/her case may be referred to the school board for an expulsion hearing. This does not mean that a student must have accumulated 4 suspensions in a school year before their case will be presented. If the offense is particularly grave, the case can be referred to the board at its next scheduled meeting. Parents/guardians and all other concerned parties will be informed in writing of the board's decision. When the board has expelled a student he/she may be readmitted only by the board or in the manner prescribed by it. If a student is expelled for weapons, that expulsion will be for the duration of one calendar year. (105 ILCS 5/10-22.6) Students will not be allowed to make up work missed.

**GENERAL GUIDELINES FOR AFTER SCHOOL DETENTION,
SATURDAY SCHOOL AND IN/OUT OF SCHOOL SUSPENSION**

1ST DETENTION

(may be served after school 3:15 p.m. - 3:45 p.m.)

2ND - 4TH DETENTION

(served after school 3:15 p.m. - 3:45 p.m.)

SATURDAY SCHOOL

5TH DETENTION

(1 hour Saturday School 8:00 a.m. - 9:00 a.m.)

6TH DETENTION

(2 hours Saturday School..... 8:00 a.m. - 10:00 a.m.)

7TH DETENTION

(4 hours Saturday School.....8:00 a.m. – 12:00 p.m.)

IN/OUT OF SCHOOL SUSPENSION

8TH DETENTION

(1 day suspension Saturday School)

9TH DETENTION

(2 day suspension or Saturday School)

10TH DETENTION

(5 day suspension – Possible appearance before the *Board of Education*.)

*** Administration may require students to appear before the *Board of Education* as they deem necessary.**

****These guidelines are to be followed at the discretion of the administration.**

SATURDAY SCHOOL EXPECTATIONS

1. Arrive by 7:55 a.m. so you can be seated by 8:00 a.m. Students will not be allowed to enter after 8:00 a.m. **This will be enforced with consistency.**
2. Bring books, supplies, homework, and educational materials to work on. Students are not allowed to draw, read comics or magazines, or sit idly with nothing to do.
3. Only one reassignment per semester will be made for Saturday School. Students must have an approved note from their parents/guardians before they will be excused. Legitimate excuses include an emergency such as a death or serious illness in the immediate family. Lack of transportation, oversleeping, working, or recreational activities are not legitimate excuses for missing Saturday school.
4. Failure to attend Saturday School will result in additional Saturday School hours or out of school suspension.

Removal from Saturday School by an administrator/Saturday School supervisor will result in an out-of-school suspension.

DIRECTORY INFORMATION

Parents/guardians are placed on notice that certain information will be released to the media, unless the parents notify the school that they do not wish to have their child's name published. This information includes, but is not limited to, student's names in honor rolls, student of the month, sports articles, school web page, and other school-related activities.

FIELD TRIPS

It is the local school district policy that educational field trips be permitted. The written request submitted to the principal indicating the educational purpose of the trip can be approved by the principal if transportation is not involved. Field trips initiated by the teacher and approved by the principal that involve transportation must be approved by the Superintendent and Board of Education. All field trips require written permission from parents/guardians for a student to participate. All students attending field trips must have current emergency information on file in the nurse's office. Teachers are to take copies of student emergency cards on any field trip.

One objective of our school is to teach students responsible manners and good citizenship. Students who do not demonstrate these important characteristics shall not attend any school trips.

****As students stray from this objective they will be assigned the following discipline points:**

Conduct referral -----1 point

Conduct referral and noon detention -----2 points

Conduct referral and after-school detention -----	3 points
Conduct referral and Saturday School -----	4 points
Conduct referral and in-school suspension -----	5 points
Conduct referral and out-of-school suspension ----	10 points
Bus conduct (first offense)-----	0 points
Bus conduct (second offense)-----	1 point
Bus conduct (third offense).....	2 points
Bus conduct (4 th offense).....	3 points

Students receiving 5 points or more as a result of bus misconduct will not be eligible to attend school trips.

Point totals for each student shall accumulate for the entire school year. Students who accumulate a total of 10 or more points shall not attend any school trips. Students who are issued an out-of-school suspension will not be allowed to attend field trips.

Students who have missed more than 10% of the attendance days may not be allowed to attend field trips at the discretion of the administration.

Jr. High students must be passing all classes in order to attend co-curricular field trips (Band, Chorus).

GENERAL INFORMATION

A. LOST AND FOUND

If a student has lost something, he/she should check for the lost item in the office. The designated lost/found area will be cleaned out monthly.

B. PICTURES AND ANNUAL

The school district contracts with an area photographer for the taking of individual student pictures. All students will be photographed in the Fall and Spring. These are the pictures that will be included in the annual. All students are required to have their pictures taken, but the purchase of picture packets is optional. Packet options vary and must be paid for in advance.

A North Clay Elementary/Jr. High School annual is published yearly. This annual will include groups, organizations, athletic teams, cafeteria, classrooms, and individual pictures of every elementary student and teacher in the unit. The annual may be purchased by any student, parent/guardian, or teacher who places an order and pays for the annual prior to the announced date. The purchase price is determined by the actual cost of the annual, and no profit is made by the school or any of its organizations.

C. SELLING ITEMS AT SCHOOL

The school premises are not to be used by students for the sale of any non-school related items.

D. TRESPASSING

The North Clay Board of Education has taken legal action to declare all North Clay Community Unit #25 properties off limits to all people, except authorized school personnel, after sundown when no school sponsored or authorized activities by other groups are scheduled. Violators will be charged with trespassing and prosecuted.

HEALTH AND SAFETY

A. ACCIDENT INSURANCE

The Board of Education annually contracts for supplemental student accident insurance as a service to the parents/guardians and students. At the beginning of each year or upon enrollment, each student will be given a brochure explaining the school insurance program. This insurance is provided free to all students, and an optional 24-hour coverage plan may be purchased. Athletes (including cheerleaders) participating in school-organized and school-sponsored activities are covered by this supplemental insurance program during the school calendar year.

Claims: Claim forms are available from the building principal. All claims must be filed with the building principal immediately. The building principal will keep a copy of the claim form and give a copy to the parent/guardian or student for the doctor, clinic, or hospital to file with the insurance company for reimbursement of charges. It is the responsibility of the student and parents/guardians to initiate any claim and to their advantage to do so promptly, since claims may be denied because of failure to meet the required time limit set by the insurance company. **The school is only a handling agent for this insurance and does not profit from it in any way.**

B. ACCIDENTS OR ILLNESS

If a student is hurt or becomes ill while at school, school personnel will make every effort to contact the parent/guardian either at home or at work. We require that parents/guardians complete and return an emergency information card at the time of registration. This information is needed to formulate a proper course of action and to determine who to contact if parents/guardians cannot be reached. All accidents and injuries are to be reported to the office immediately. **Please help us to keep this information current by notifying the office of any changes in work station, name, address, or telephone. It is important that this information be current.**

C. MANDATED REPORTING

All school personnel are required to report any suspected child abuse or neglect directly to the Illinois Department of Children and Family Services (DCFS) by telephoning a toll-free number to a DCFS central register. The law requires reports from educational employees to include, when known, the name and address of the child and his/her parents/guardians or other persons having his/her custody, the child's age, the nature of the child's condition including any evidence of previous injuries or disabilities, and any other information that the person reporting believes might be helpful in establishing the cause of such abuse or neglect and the identity of the person believed to have caused the abuse or neglect.

Any person required by law to report child abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor. (325 ILCS 5/4)

D. SCHOOL NURSE

North Clay employs a school nurse on a regular basis. Much of the nurse's time is spent with the students Pre-K through 8. Completed and current health and immunization records are kept on every student in the unit, K through 12. The principal programs conducted annually in addition to daily first aid cases are:

Vision and hearing screening for students is mandated by the school code and the Illinois Department of Public Health and as necessary, based upon classroom observation or other observable indications of necessity. Parents/guardians are encouraged to have their children undergo vision examinations at the same points in time required for health exams. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an exam has been administered within the previous twelve months.

Immunizations are reviewed each year by the school nurse at all grade levels and notifications of specific needs are made known to the parents/guardians as changes in law and other requirements occur. Health information for students in Pre-school, Kindergarten, 6th, and 9th grades and all new students is reviewed each fall, after their required physical and recommended dental exams are completed.

Sharing of pertinent information: Health information which is important for teachers and staff, including transportation, to know about your child will be shared in a confidential manner.

Dental Exams are REQUIRED for students in Kindergarten, 2nd, and 6th grades.

The school nurse notifies 5th and 8th grade students' parents/guardians in the spring that physical exams are required before the next school year begins. A physical can be completed within one calendar year of the date it is required.

The school nurse is responsible for medication administration at school. If medication is to be given to your child at school, please follow the procedures set forth in the Medication section of this handbook.

E. MEDICATION PROCEDURE

In order to comply with the recommended guidelines for medication administration in schools by the *Illinois Department of Public Health*, the *Illinois State Board of Education*, and the *Illinois Association of School Nurses*, we must have a written order for prescription and non-prescription medications from the student's licensed prescriber and a written request from the parent/guardian requesting the medication be given during the school hours.

Only those medications that are necessary to maintain the student in school and that must be given during school hours shall be administered.

The form for the written order can be obtained from the student's school or licensed prescriber. It must be completed by the student's licensed prescriber and the parent/guardian must complete the parent/guardian section.

Any changes in medication orders must have written authorization from the licensed prescriber. The written medication orders must be renewed annually for long-term medications.

It is the parent/guardian's responsibility to assure that the licensed prescriber order, parent/guardian written request and medication are brought to the school.

Medication must be brought to school in a container appropriately labeled by the pharmacy or physician and non-prescription medications ordered by the physician shall be brought with the manufacturer's original label and the student's name affixed to the container.

All medications, with the exception of an asthma inhaler, shall be left in a school office, where it will be kept in a locked drawer or cabinet. Medications requiring refrigeration shall be refrigerated in a secure area.

The medications shall be administered by the certified school nurse. In the absence of the certified school nurse, the school administrator or his/her certified school designee may supervise self-administration of medication or have the parent/guardian come to the school to administer medication. (105 ILCS 5/10-22.21b)

The self-administration of asthma medication at school is permitted provided the parent/guardian provides the school with written notification and waives liability, and the doctor provides written certification stating the student has asthma and is capable of self-medication. (105 ILCS 5/22-30)

When a medication is given at school, it shall be documented by the certified school nurse, the school administrator, or his/her certified school designee.

The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication, which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, the certified school nurse will dispose of the medication in the presence of a witness.

REMINDER—DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD!

F. HEALTH PROCEDURES

Control of communicable diseases depends primarily on early recognition of symptoms and separation of suspected cases from contact with healthy students. Exclusion is the responsibility of the school authorities. (The Clay County Health Department acts with the school authorities in recommending exclusion procedures and in following Illinois regulations when communicable disease is present).

Every teacher will observe every student in the classroom for the following symptoms of illness. Observation may be either formal or informal. If a teacher observes any of these symptoms, the student should be referred to the school nurse and /or building principal.

- 1) any student with a temperature of 100 degrees or above
- 2) any undiagnosed skin or scalp disease, rash, or infestation of lice
- 3) any student with open, draining sores (for diagnosis by nurse)
- 4) any student with a cold, running nose, watery eyes
- 5) any student with nausea or vomiting
- 6) any student with a sore throat, tight dry cough, sneezing
- 7) any student with abdominal pain
- 8) any combination of the above symptoms

Any student with these symptoms may be excluded from school/bus as a suspect and can only be readmitted as outlined below:

EXCLUSION PROCEDURE A suspected student will be immediately taken to the office or the school nurse. After assessing the student the school nurse will notify parents/guardians that the student is ill. If the parent/guardian cannot come for the student, he/she shall remain under the care of school nurse until dismissal time. If in the opinion of the school nurse the situation is serious enough, the administration will arrange transportation. No student will be sent home alone. The administration will designate the person to accompany the student (in most cases it will be the school nurse).

RE-ADMISSION PROCEDURE Students who develop cases of communicable diseases after exclusion may be re-admitted to school after all health department provisions for isolation and quarantine have been met. **Parents must provide transportation until all readmission guidelines are met.**

- 1) If the teacher, after observing the student, suspects that the student has returned too soon, the school nurse should be notified. The nurse will in turn investigate by assessing the student and phoning the parent/guardian to ascertain whether a physician or health care professional has approved the students return to school.
- 2) Students with certain skin diseases may return if under appropriate treatment.
- 3) Students with head lice will be given information concerning treatment and removal. A student may return after the examination by the school nurse indicates no lice or nits are present. **Students need to be brought back to the school within 2 days of being excluded. Failure to do so may result in referral to the truant officer.**

G. HYGIENE

Personal hygiene (cleanliness and grooming), including clothing, is expected of every student. Repeated neglect that constitutes a health hazard shall result in a request for a parent/guardian conference. The principal or the school nurse will be responsible for notifying the parents/guardians.

H. EMERGENCY DRILLS

As part of the school safety program and to ensure the safety of your student, fire, earthquake, tornado and bus evacuation drills are held at intervals during the school year. Procedures are posted in each classroom and reviewed by teachers with students periodically. A Crisis Management Plan has been adopted by North Clay Unit District #25.

PESTICIDE APPLICATION

The Buildings and Grounds Supervisor or Superintendent shall provide an annual schedule of pesticide application to the supervisor of each District building. The supervisor of each District building shall notify students and their parents/guardians and employees in their building, at least two (2) business days before a pesticide application in or on school buildings and grounds. The notification must:

- (1) be written and may be included in newsletters, bulletins, calendars, or other correspondence currently being published,
- (2) identify the intended date of the application, and
- (3) state the name and telephone contact number for the school personnel responsible for the pesticide program. An exception to this notification is permitted if there is an imminent threat to health or property, in which case the Structural and Pest Control Act (225 ILCS 235/2) or the Lawn Care Products Application and Notice Act (415 ILCS 65/3), whichever is applicable, shall control.

The Buildings and Grounds Supervisor or Superintendent is responsible for compliance with the Structural Pest Control Act's requirements regarding an integrated pest management program. If the Superintendent determines that an integrated pest management program is economically feasible, the Buildings and Grounds Supervisor shall develop a program incorporating the Department of Public Health guidelines. If the Superintendent determines that an integrated pest management program is not economically feasible, the Buildings and Grounds Supervisor shall comply with the notification mandates in the Structural Pest Control Act (225 ILCS 235/2).

PROGRAMS

A. ENRICHMENT PROGRAM

Enrichment classes are offered at North Clay Elementary/Jr. High School. The selection process is based upon test scores, teacher referral, and yearly grades. A number of students representing approximately 5-7% of the district's enrollment are invited to join the program.

B. STUDENTS WITH DISABILITIES

Special education federal and state laws dictate rights for all students with disabilities and these are fully explained in the district's policy manual housed in the Elementary Jr./High School main office. Copies of these rights may be secured from the building principal or special education coordinator.

North Clay Elementary/Jr. High participates in the South Eastern Special Education Cooperative. This special education district is operated to provide educational services for students with special needs.

Behavior intervention plans are implemented before referrals. When local resources are exhausted and for those students who continue to exhibit social, emotional, or educational problems which individualized instruction has failed to remediate, a referral is made for special education evaluation. This referral can be initiated at the request of the parent/guardian or staff member by contacting the building principal. Parents/guardians will be invited to a pre-meeting to discuss if further testing and background information is needed.

Following the parent's/guardian's permission to proceed, background information is gathered from the parent/guardian, school personnel, and a school psychologist with South Eastern Special Education Cooperative, who conducts a battery of tests.

Invitations are sent to the parent/guardian, members of the Eligibility Team, which generally consists of the psychologist, speech/language therapist, classroom teacher(s), special education teacher, any other diagnostician which is needed, as well as interested parties the parent/guardian may invite, ten days prior to a conference.

At the Eligibility Meeting, all participants are invited to present information and test data. A group decision is reached as to the educational needs of the student. An Eligibility Meeting declares the student's eligibility for services to be provided in the least restrictive environment for the student.

If the decision is made that the student has a disability and requires Special Education Services with parent/guardian agreement to the educational placement and/or services, a permission document must be signed by the parent/guardian in order to implement the student's individualized educational program. Accommodations are made on an individual basis for all school functions.

A full continuum of Special Education programs and related services for all students with disabilities are provided by North Clay Elementary/Jr. High School and through South Eastern Special Education Cooperative to any student who is determined to be eligible for services. (105 ILCS 5/14-8.02)

C. TUTORING

North Clay Elementary/Jr. High will offer an after-school tutoring program for students in grades k – 8, providing funding is available. Each tutoring session will be held from 3:15 to 4:15 pm. Parents/guardians will be expected to pick up students in this program promptly at 4:15 pm.

D. COURSE WORK

Notification for course work dealing with sensitive content, including, but not limited to sexual abuse, will be sent by the office as deemed necessary.

STUDENT ACHIEVEMENT/CONFERENCES

A. HOMEWORK/ MAKE-UP WORK

Although supervised study time is provided during the school day, it is frequently necessary for a student to do a small amount of study at home. We do not feel that excessive homework is desirable, but a short period of study under the right conditions need not be harmful or undesirable. Parents/guardians can assist their children by providing a quiet place free from interruptions. Please assist your child by showing an interest in his/her work and helping him/her reason out the problems at hand. All work and tests during excused or authorized absences may be made up. If absences are at the end of a grading period and the student is entitled to more days for make-up work than are left before the report cards are sent out, the report card will be marked with an "I" for incomplete. A grade will be issued after 3 weeks, at the discretion of administration.

If your child is absent, homework **must be requested by 10:00**. Otherwise, the student will have as many days he/she was absent to make up work he/she missed. **Students will be given 1 day for each day missed to complete make-up work.**

B. GRADES / GRADE CARD

Grade cards are used to inform parents/guardians and students of the student's achievement. The district provides a formal grade card every nine weeks for the purpose of reporting student progress to parents/guardians. Daily grades, homework, periodic tests, class participation, and effort all go into the evaluation process. Kindergarten/First Grade report cards and envelopes should be signed by parents/guardians and returned as soon as possible. Grades two through eight may keep the report card, but sign the grade card envelope and return as soon as possible.

Deficiency reports will be mailed to parents/guardians four (4) times yearly at mid-quarter. A mid-quarter progress report will inform parents/guardians of students in grades Kindergarten through eighth when adequate progress is not being made, and why. A conference between parents/guardians and the teacher is recommended at this time. Semester grades will consist of an average of the two nine week grades. If a parent/guardian has a question or is not satisfied with the pupil's progress, he/she should contact the teacher for a parent/teacher conference.

Grading Scale

A 100 – 95	C 84 - 78
A- 94	C- 77
B+ 93	D+ 76
B 92 - 87	D 75 - 71
B- 86	D- 70
C+ 85	F 69 and Below

c. HONOR ROLL

Junior High School (grades 6, 7 and 8) honor roll will be published for each 9-week period. Six honor rolls will appear (one for each of the four 9-week periods and one for each of the two semesters).

HIGH HONORS: A student must maintain an A- (94) average for the grading period and receive a grade no lower than a B (87%).

HONORS: A student must maintain a B (92-87) average for the grading period and receive a grade no lower than a C (78%).

All junior high subjects will be averaged for the honor roll.

D. PARENT/TEACHER CONFERENCES

Conferences are an important part of the school program. In addition to scheduled fall conferences, parents/guardians or teachers may at anytime request for any reason an additional parent/teacher conference. Conferences may be set up by phone, note, or building principal.

E. PROMOTION-RETENTION POLICY

The basic responsibility for determining whether or not a student is eligible for promotion to the next grade is that of the teacher. Students will be promoted from one grade to the next, upon recommendation of the teacher, by the building principal. If retention of a student is being considered, the teacher, after consulting with the principal, will arrange a parent/teacher conference so that it can be discussed with the parents/guardians. A student failing two or more subjects will be considered for retention.

Automatic promotion of all students is not considered justifiable. After study of individual cases retention may be recommended. The considerations in arriving at this decision are:

- 1) possible effect of retention on the student
- 2) lack of effort by capable students
- 3) physical, social and emotional maturity
- 4) attendance/missed classroom instruction

Automatic retention because of failure to meet certain standards without regard to other factors is not justifiable. Repeated retention of students who obviously do not profit from staying again in a class is not a sound educational practice.

STUDENT RECORDS

All academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents/guardians, school officials and other people authorized by the parents/guardians to see these records upon completion of a form provided for this permission. The entire record, as well as selected items from that record, is to be available for review by students, parents/guardians and school officials.

In some cases, such as with psychological testing, social work profiles and special education placements, parents/guardians and students should seek an interpretation from persons specially trained in the administration and interpretation of such tests. Anyone else wishing to see a student's record must get written permission from either the parents/guardians or the student or the courts. The building principal will, upon appointment, be available to explain and to assist the parent/guardian or student in the interpretation, explanation and understanding of standardized test scores and certain school records.

"Permanent records" is defined as, "minimum personal information necessary to a school in the education of the student and contained in a school student record."

Permanent Records include:

- Student's name and address
- Student's birth date, place of birth and gender
- Student's grades, grade level, and class rank
- Parent/Guardian name and address
- Student's attendance
- Student's graduation date
- Student's scores on college entrance examinations
- Student accident reports and health records
- Records pertaining to any release of permanent record information.
- District keeps for sixty years.

"Temporary records" is defined as, "all information contained in a schools student records, but not contained in the student permanent records."

Temporary records include:

- Student's family background information
- Student's intelligence test scores
- Student aptitude test scores
- Report of Psychological evaluation including information for intelligence
- Student's personality test
- Student's academic information obtained through test administration
- Observation or interview of student
- Elementary and Secondary achievement level test results
- Received teacher anecdotal records
- Disciplinary information
- Special Education
 - a) including the report of multidisciplinary staffing on which placement was based
 - b) records relating to special education placement
 - c) hearings and appeals
 - d) other information of clear relevance to the education of the student

Items that may or may not be included in the permanent or temporary files include: honors, awards received, information about participation in school-sponsored activities or athletics, and offices held in school-sponsored organizations.

All records will follow the students, as they advance, from Elementary – Jr. High School to the High School. High school personnel will purge temporary and keep permanent records. Parents/guardians must be notified of the destruction schedule for student permanent records or disposition of student temporary records. (105 ILCS 10/1)

STUDENT RESPONSIBILITIES

A. STUDENT RIGHTS

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents/guardians, teachers, and administrators have a responsibility, indeed a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to reasonable rules and regulation established by local boards of education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers
3. To refrain from libel, slanderous remarks and unnecessary obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

B. SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. (105 ILCS 5/10-22.6)

1. STUDENTS

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the district's student conduct rules. The principal shall seek the student's consent to conduct a search of the student's person and personal effects. If consent is not obtained, the principal or designated certificated employee, in the presence of another staff member of the same sex, may conduct a search of the student's person. Strip and body cavity searches are prohibited. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. The search should be conducted outside the view of others, including students. Following a search, a report shall be made by the school authority who conducted the search to the Superintendent.

2. PERSONAL PROPERTY

THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL POSSESSIONS. Weapons, aerosol cans, radios, CD players, MP3 players, iPods, lasers, water pistols, sling shots, cellular phones, electronic pagers or devices, rubber bands, toys, lighters or hazards to safety of others will be impounded if brought to school. Disciplinary action will be taken where appropriate in addition to confiscation of the items. Students are asked not to bring large sums of money to school.

To ensure the safety and privacy of all students, **use of electronic devices is prohibited on school grounds. Failure to follow the guidelines regarding phones will result in the following:**

- First offense: Phone will be confiscated, and parents will be notified. Parents will be allowed to pick up the phone after 24 hours.
- Second Offense: Phone will be confiscated and will be held for 7 days. Parents will be allowed to pick up the phone at this time. (Conduct referral—Level II)
- 3rd offense: Phone will be held for 30 days, at which time parents can pick it up. (Conduct referral and detention—Level II)
- 4th offense: Phone will be held for 30 days, at which time parents can pick it up. In addition, the student will be issued a conduct referral and 4 hours of Saturday school.
- **"Phone" refers to the phone in its entirety**

3. LOCKERS

A student's school or gym locker is the property of the school and must be used for the purpose intended. Hall lockers are a storage area for books, school supplies, and outdoor garments. Gym lockers are a storage area for clothing to be used in physical education and athletic practice and contests. A locker is to be kept clean and orderly so that the door closes easily with no papers or personal property hanging out. Any teacher or the building principal may request a student to get his/her locker in the aforementioned fashion.

If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in his/her locker, they may then search the locker with or without the student's knowledge or consent. In brief, students should not keep anything in their locker that they do not want anyone to find. Regular school lockers and gym lockers are furnished to students without charge. The school does require that only school owned locks be placed on these lockers. School locks may be rented for a 50 cent yearly fee. If a lock is lost or damaged a \$5.00 fee will be assessed.

TRANSPORTATION

A. BICYCLES

Bicycles are to be placed in the Bicycle Parking Area during the school day. Do not bother bicycles in the parking area. Bicycles may be locked to a cable for protection and should be placed in the bicycle rack provided, Bicycles should not be thrown on the ground.

B. BUS RULES AND REGULATIONS

The Board of Education and North Clay Community Unit #25 will provide free transportation for students in our district who reside a distance of 1 1/2 miles or more from the school which they attend in the unit. This does not mean that all students who reside 1 1/2 miles or more from their attendance center will be picked up at the student's house, since factors such as residences off a public road, inadequate space for a bus to turn around, short intervals between stops on a county or state highway, etc., dictate that special arrangements be made in these cases. Questions concerning the above and unusual circumstances should be directed to the Unit Superintendent. The present policy of the administration and Board of Education is that all students in Louisville who reside on the opposite side of the state highway from their attendance center be transported, with group pick-up points being designated according to the location of student's residences. Transportation letters will be sent home yearly. It is also the policy that students residing less than 1 1/2 miles from their attendance center be transported if a bus on its regular route, has room and passes by their house. However, group pick-up points must be established such as one or two in the area east of Louisville near the river bridge and the village areas of Bible Grove and Iola.

Students being transported, in order to preserve their right to free transportation, must conduct themselves according to the proper standards.

School bus riders, while in transit, and are under the jurisdiction of the school bus driver, unless the local Board of Education/administration designates another adult to supervise the riders. Students are to follow the following bus rules and regulations.

1. Be on time at the designated school bus stop--help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus.
8. Do not throw anything out the bus windows.
9. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
10. Be absolutely quiet when approaching a railroad crossing stop.
11. Treat bus equipment as you would valuable furniture in your own home.
12. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus.
13. No animals on the bus.
14. Keep books, packages, coats and all other objects out of the aisles.
15. Leave no books, lunches, or other articles on the bus.
16. Be courteous to fellow students and to the bus driver.
17. Help look after the safety and comfort of smaller children.
18. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.
19. Observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
20. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
21. Seating assignments may be made at the driver's discretion.
22. No drugs, alcohol, tobacco in any form, lighter, or matches on the bus.
23. Once you have entered the bus, never leave the bus except at your designated discharge point without bus driver's permission.
24. Students are allowed to ride only their regular route bus(es) unless they secure a bus pass to change their destination. This applies to both morning and afternoon routes. To secure a bus pass a student must bring to the office a note signed by a parent/guardian requesting the change in bus destination.
25. No weapons are allowed on the bus.
26. **No glass containers are permitted on the bus.**
27. No public display of affection is permitted on the bus.
28. Do not touch crossing arm on front of the bus.
29. Do not touch any special equipment on the bus. (radio, camera)

VIOLATION OF BUS RULES

The primary responsibility of bus discipline belongs to the bus driver. The bus driver shall take action in regard to misbehavior on the school bus. For minor misbehavior the student will be given a verbal warning for the first offense. If the unacceptable behavior persists, the building principal will have a conference with the student, and the parents/guardians will be notified. Persistent bus conduct problems will result in further parent/guardian contact and student suspension from the bus.

The following procedure will be used to handle persistent and/or severe bus misbehavior:

1. **FIRST OFFENSE** - The bus driver will notify the principal and parents/guardians will be notified in writing of their student's infraction. (Bus warning—0 points)
2. **SECOND OFFENSE** - The student will be suspended from riding the bus for two days. Parents/guardians will be notified in writing. (Bus conduct—2nd offense—1 point)
3. **THIRD OFFENSE** - The student will be suspended from riding the bus for four days. Parents/guardians will be notified in writing. (Bus conduct—3rd offense—2 points)
4. **INFRACTIONS AFTER THE THIRD OFFENSE** will require the student and parent to meet with the Board of Education and could result in suspension from riding the bus for the remainder of the year. Parents/guardians will be notified in writing.
5. **IF UNUSUAL INFRACTIONS OF MISBEHAVIOR OCCUR**, the administration will have the authority to give more severe punishment than Steps 1, 2, or 3 would require.
6. **THE ADMINISTRATION MAY IMMEDIATELY REMOVE A STUDENT FROM SCHOOL BUS!**

CONCLUSION

This is a summary of the ***North Clay Elementary/Jr. High School policies and procedures.*** Every member of the school community has a great responsibility for its success, purpose, image, and contribution to the community.

YOU SHOULD HAVE PRIDE IN YOUR SCHOOL!

STUDENT HANDBOOK

I HAVE RECEIVED AND READ THE STUDENT HANDBOOK.

DATE: _____

STUDENT GRADE/HOMEROOM _____

Parent Signature

Student Signature

PLEASE RETURN THIS PAGE TO THE CLASSROOM TEACHER OR TO THE OFFICE.