



NEW HOLLAND-MIDDLETOWN ESD#88

"Learning Is Our #1 Priority!"

2023-2024 Student-Parent Handbook

GENERAL SCHOOL DISTRICT POLICIES AND PROCEDURES

ATTENDANCE POLICIES

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Most subjects are taught in sequence, requiring the understanding of each concept in order of its presentation. Persistent absenteeism creates a genuine hardship for the student and is regarded as a very serious problem. If a student is absent without good cause, the school authorities will contact the parents to remind them of their responsibilities under the laws of the state. If truancy continues, the school will contact the County Truant Officer.

SCHOOL TELEPHONE NUMBERS

(217) 445-2656 or (217) 445-2421 Fax: (217) 445-2632

Facebook Page: New Holland-Middletown ESD 88

Website: <http://www.nhm88.com>

ABSENCES

Illinois law states that contact must be made between the school and the home within the first two hours of the school day in the event of an absence. In order for the school to implement this requirement, we are asking each parent to call the school office to notify us of the absence of your child. This must be done on a daily basis, especially when your child will miss more than one school day. When the school receives no telephone call or contact, the school will attempt to reach the parents for a reason(s) for an absence. If you do not have a telephone, please have a friend, neighbor, or relative call the school with the necessary information.

EXCUSED ABSENCES

The following list of circumstances is the only recognized excuses for school absence:

1. Personal illness
2. Family illness
3. Death in the family
4. Religious holiday
5. Doctor's visit
6. Principal approved absences and principal approved pre-arranged absences
7. A vacation with immediate family

An excused absence gives the pupil full make-up privileges. Students will be given two (2) days for every full day absence (for up to three days) and one (1) day for each half-day absence to complete make-up work. In a longer absence (four or more days), the student must make special arrangement with the teachers for the completion of make-up work.

If a student misses three consecutive days of school, please bring a doctor's excuse for the absence. In addition, each absence after 10 cumulative days requires a doctor's excuse.

- Parents will be notified via letter once their child has accrued 10 absences regardless of reason. This letter is intended to be notification.
- Parents will be notified via letter once their child has accrued 15 absences regardless of the reason.
- Parents will be notified via letter once their child has accrued 20 absences regardless of the reason. The Truancy Officer operating through the Regional Office of Education #17, will also be notified at this time.

ABSENCES AND EXTRA-CURRICULAR ACTIVITIES

In the event that a student misses class on the day of an extra-curricular event, he/she may not participate or attend the event, which includes athletic practice sessions, unless the absence is classified as being "excused" (reasons stated above) by the Superintendent/Principal. In order to participate in extra-curricular events and/or practice sessions, a student must be in school a minimum of 2 ½ hours of class time (The student must also follow the rules for Participating and Attending NH-M Sporting Events that are listed on page 31 in addition to contacting the coach)

REQUESTING HOMEWORK FOR STUDENT ABSENCES

*****PARENTS SHOULD NOTIFY THE SCHOOL OFFICE BEFORE 10:00 A.M. IF THEY WOULD LIKE TO PICK UP HOMEWORK FOR THEIR CHILD; HOMEWORK MAY BE PICKED UP IN THE OFFICE AT THE END OF THE SCHOOL DAY. BREAKFAST FOR THE FOLLOWING DAY MAY BE ORDERED. IF ARRIVING LATE, PLEASE ORDER LUNCH BY 8:30 AM*****

PLANNED ABSENCES AND REQUEST FOR EARLY DISMISSAL

Pupils who are planning to be absent due to doctor appointments, hospitalizations, or vacations are required to bring a signed note from home. This procedure must be followed even if the absence is not a full day. The students are then allowed to collect assignments from teachers and turn in the work either before or upon return from the absence.

Home and Hospital Instruction: A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. For information on home or hospital instruction, contact: Mrs. Bruley, Superintendent.

UNEXCUSED ABSENCES

All other unexcused absences will be considered as truancy; however, make-up assignments will be required. Teachers will have discretion over make-up work deadlines and allocated points.

TARDINESS

A student is tardy if he/she is late to school or any class period. Excessive tardiness (3 or more per semester per class) will result in disciplinary action and the possibility of a report being made to the proper authorities. Students must be in the room or they will be counted tardy.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after

exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

ACCELERATED PLACEMENT

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and district administration are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation including the local radio, television stations and the district website. (www.nhm88.com). Because we now use One Call to notify parents it is important that you keep your phone numbers current.

E-Learning days will be utilized on occasion when weather and other unforeseen events occur that result in the cancellation of school. These E-Learning days will be used sparingly in hopes of maintaining consistency to student's academic work.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintains an **up-to-date address and telephone number** record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.

6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

BUS ROUTE AND OPERATING POLICIES

Bus routes and stops are planned and established by the administration. Safety, economy, efficiency, and allocation of resources are some of the considerations which must be evaluated in determining bus operation policies. The school follows the policy that unless a note is sent to school, those children riding the bus will be returned on the bus each day.

Parents who wish to make requests for permanent changes in routes or stops should first contact the school principal. Daily changes to accommodate babysitters or other activities are considered on a case by case basis. Students and parents are encouraged to notify the school immediately of any safety hazards, which they have observed during bus operations.

State law mandates that stopped school buses with the passing arm extended are not to be passed by motor vehicles. Parents who drive to school to pick up or deliver students are not to pass a parked school bus with the passing arm extended that is waiting on students to enter or leave the bus.

LUNCH PROGRAM

CLOSED LUNCH HOUR

NH-M has a closed lunch hour. The following noon hour policy concerning grades K-8 has been adopted by the Board of Education.

- All students will eat at the school with the following exception: Students whose parents personally pick the youngsters up at school at the lunch dismissal time.
- Students are encouraged to eat the Type A lunch provided by the hot lunch program: however they may bring a sack lunch.
- Milk will be available to purchase with sack lunch or in addition to the lunch meal.
- Tables will be provided in the cafeteria for those students who wish to bring their own lunch or eat the school lunch.
- Students may go to the designated areas after lunch for a recess or break period.
- While in the cafeteria, students are expected to behave as they would at the table at home, to speak without raising their voices, and to observe the rules set up to maintain good order.

- Food may not be taken from the cafeteria to any other area of the building
- All meals comply with State and Federal Type A guidelines

The Board of Education assumes no responsibility for any student who leaves the school grounds during the lunch period. Any pupil leaving school during school hours without permission of the principal, shall be regarded as truant and may be suspended or subjected to other disciplinary consequences as the principal may direct.

SACK LUNCHES

The following guidelines apply to pupils who bring a sack lunch to school. The requirements are intended to assist school officials in supervising the lunch program and are also adopted to help assure the safety and promote good eating habits of all children sharing in the use of the school lunchrooms.

1. Refrigeration for sack lunches is not available: therefore please use caution in the type of meats or other foods used.
2. Microwaves will NOT be made available for heating student sack lunches.
2. Please do not send any type of drink in a glass jar or other glass container.
3. Pupils may not share or give away sack lunch food to other pupils.

MEDICAL INFORMATION AND POLICIES

ACCIDENTS AT SCHOOL

If your child becomes ill or injured at school, the school staff will attempt to call you. It is very important to keep at least two emergency numbers on file in the office. Please notify the school at once if your telephone number changes or is disconnected. School personnel will not transport sick children to their homes.

IMMUNIZATION SHOTS, PHYSICALS, AND DENTAL EXAMS

- Illinois State Law requires proper immunization, physicals, and lead screening for all students entering school and at the 6th grade level. State law also requires diabetes screening to be completed on all school physicals (K & 6). The school district has the right to exclude students from school and report those who do not comply with the proper authorities.
- Children in Kindergarten, 2nd, and 6th grades are required to have a dental examination performed by a dentist by May 15th of the end of their school year, or to present proof to the school that one is scheduled in the next 60 days. Students first enrolled in school (Kindergarten) are required to have an eye exam completed by a physician or optometrist licensed to examine eyes. Proof of the exam must be supplied by October 15.

VIOLENT OFFENDER COMMUNITY NOTIFICATION

Illinois State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth during registration or parent/teacher conferences.

- **Illinois Sex Offender Registry on the Illinois State Police's website at:** <http://www.isp.state.il.us/sor/>.
- **Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:** <http://www.isp.state.il.us/cmvo>
- **Frequently Asked Questions Concerning Sex Offenders:** www.isp.state.il.us/sor/faq.cfm

MEDICATION AT SCHOOL

School officials will administer first aid, including medication, in emergency situations. Administering daily medication is another matter. To the extent possible, parents are encouraged to provide for their child's medical needs at home. Medication must be brought by an adult and turned into the school secretary.

Non-Emergency Administration of Student Medication:

1. A school permission slip (**School Medication Authorization Form**) for disbursement of *ALL* (Prescription and Non-prescription) medication must be on file in the building office. (Please contact the office to obtain a copy of the School Medication Authorization Form)
2. A written order for the medication must be obtained from the student's licensed physician. The order shall include possible side effects, reason for the medication, type of illness, possible side effects, and an emergency telephone number (all included on School Medication Authorization Form).
3. Prescription Drugs shall display:
 - Student's Name
 - Prescription Number
 - Medication name/dosage
 - Other doctor directions as applicable
 - Date and Refill
 - Licensed physician's name
 - Pharmacy Name, address, and phone number
 - Name or initials of pharmacist
 - Time interval in which medication is to be taken
4. Non-prescription drugs: (**Must be accompanied by School Medication Authorization Form that is completed by parent(s)/guardian(s) AND LICENSED PRESCRIBER**)
Non-Prescription Drugs must be brought to school in the original container and shall display on the container:
 - Student's name
 - Age
 - Weight
 - The specific time to administer medicine should be given. This medication will be given according to label instruction unless the pharmacy or physician directs differently.
5. **Medication must be brought to school by the parent unless the school administrator has given prior approval for the child to bring the medication to school. With the school administrator's permission, a child may bring the medication to school. In such cases, safeguards should be taken to assure that the medication is delivered to school securely.**
6. The school secretary, building principal or designee will administer the medication. All medication will be kept in the school office with the exception of self-administered medication provided the correct forms are on file in the office.
7. The school district retains the discretion to reject request for administering of medication without the necessary information completed, and/or medication that should be administered by parents or physician. It is the parents responsibility to keep the school supplied with medication.

STUDENT INSURANCE

The Board of Education has purchased accident insurance for each student who attends New Holland-Middletown Elementary. Generally speaking, if a child is injured at school, this policy will cover *part* of the costs. It is still the parents' responsibility to carry their own health insurance to cover the remaining expenses of an accident which occurs at school.

PUPIL RIGHTS ACT (20 U.S.C. 1232h)

Parents have the right to inspect all instructional materials, including teachers' instructional manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation of their child. Parents have:

1. The right to inspect a survey created by a third party before it is administered and distributed to their student;
2. The right to contact the principal and request the viewing of that survey;
3. The right to know that NH-M ESD #88 will make arrangements to protect the privacy of their student with regard to surveys that request personal information;

4. The right to inspect any instructional material used as part of their child's educational curriculum;
5. The right to be informed of any physical examinations or screenings that the district may administer to their student (screenings for head lice will occur periodically—as needed);
6. The right to contact the Principal to have their student opt-out of the survey.

AEROSOL CONTAINERS

All aerosol containers are banned from school property and buses.

ACADEMIC INFORMATION

HOMEWORK

Your child may have daily homework assignments to complete after school. It is important for you to cooperate with your child's teacher to see that it gets done. Homework assignments may be given to any level from kindergarten through 8th grade for a wide variety of reasons:

- to reinforce what was learned in class
- to practice what was learned in class
- to finish what was started in class
- to research a topic chosen in class
- to study independently a topic started in class
- to visit the library
- to explore new fields

Most homework is posted on Google Classroom or on the TeacherEase Parent Portal and/or a teacher's web page. Check with your classroom teacher for his/her specific postings of homework. Students who consistently fail to do their homework will receive reduced grades and parents will be notified.

LEARNING CENTER/LIBRARY

The Learning Center is the heart of the school system. A great deal of valuable material in the form of books, magazines, and reference works is available for the students. Please take advantage of these facilities as often as you can. Regular books may be checked out for a two-week period. Reference books, such as encyclopedias, dictionaries, atlases, etc. must be used in the library. They are to be returned to their proper place as soon as one is finished with them. Magazines and daily newspapers are available for use in the library.

SCHOOL TRIPS

Several opportunities are provided by the district for field trips. A permission slip will be sent home with the student that must be signed by the parent(s)/legal guardian(s) and returned to the school. **NO PHONE OR FAXED PERMISSIONS WILL BE ACCEPTED.** If a student does not return the signed permission slip on time, he/she will remain at the school. The school district will either provide bus transportation, or will notify parents when staff members/parent volunteers' personal vehicles will be used.

MUSIC – INSTRUMENTAL AND VOCAL

Students have the opportunity to begin vocal music in kindergarten and continue through junior high. Classroom teacher instruction is enhanced by special sessions with the vocal music teacher and by performing with choral groups. In the fifth grade, students may begin the band program, which includes group rehearsals and concerts as well as individual and small group lessons. The fifth grade band gives students valuable instrumental experience at the elementary level. The Junior High band emphasizes more advanced technique and performance. In addition to regularly scheduled concerts during the year, music students also perform at festivals, contests, and other special functions. Once enrolled, students may only drop Chorus and Band at the end of the semester (December and/or May).

PARENT TEACHER CONFERENCES

Parent-teacher conferences occur in the fall and spring. Parents are asked to make a specific appointment with the teachers (for K-4 teachers) of each of their children, regardless of the progress of the child. Conferences for teachers of grades 5-8 are on a first come first serve basis. These conference times are very valuable to the overall education program. Some parents are hesitant about participating in conferences, but our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. It is not

necessary to wait for the regular conference time if a parent has a special concern. Parents are encouraged to conference at any time during the school year. Appointments can be set up with the school secretary. Please allow staff members the appropriate time to respond to a conference/meeting request outside the PT Conference dates.

PARENT CONCERNS/COMPLAINTS

Every organization must have a chain of command. If you have a concern about your child's education the first person you need to talk to is your child's classroom teacher. If after talking with the teacher you feel that the problem still is not resolved you need to talk to the Superintendent.

PHYSICAL EDUCATION REQUIREMENTS (Policy 7.260)

Physical Education is a state requirement for all students. For a student to be excused from P.E. They need to have a note from a physician. A note from a parent will be accepted but the child will receive no daily credit for P.E. Valuables should be locked up in your locker when in P.E. or in extra-curricular activities. **Students are required to wear tennis shoes to P. E. to be eligible to participate in scheduled activities.** In addition, once a student has accumulated three (3) or more "no dress" or "no participations" in class, there will be a classroom consequence and parents will be contacted. In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act.

REPORT CARDS & PROGRESS REPORTS

Teachers who are concerned with students' grades during any specific grading period may send progress reports home. However, should a parent be concerned about a child's grades at any time, the district suggests that the parent set up a parent-teacher conference. Report cards can also be issued via electronic mail if information is provided at the beginning of the school year.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the building administration and local emergency management departments. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

SCHOOL COLORS AND SCHOOL MASCOT

The New Holland-Middletown District #88 mascot is a Mustang and the school colors are black, white, and silver. We encourage our students to identify with these symbols as a representation of our school pride and spirit!

SCHOOL FEES

Registration Fees

Registration fees for the 2023-2024 school year have been waived for this school year. Fees are established by the Board of Education on a yearly basis.

An application for waiver of fees is available from the office. This needs to be completed by the parent or guardian and returned to the office. If a fee waiver is denied, it may be appealed to the Board of Education by contacting the Superintendent of Schools. Students who are free lunch do not pay registration fees.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who

SCHOOL HOURS

7:45 a.m. Students may enter the building

8:10 a.m. Classes begin
10:55 a.m. K-4 Lunch
12:11 p.m. 5-8 Lunch
3:10 p.m. School dismissal for the day

We ask your cooperation in not having your children arrive on the school grounds prior to the time listed in each schedule when supervision begins by school personnel. The school does not assume responsibility for any student on the property prior to that time unless they are a bus rider.

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

Self-Administration of Medication:

- A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.
- Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.
- Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.
- Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or asthma inhaler, or the storage of any medication by school personnel.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without

limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

STUDENT RECORDS

Student records are subject to the guidelines and regulations set forth in the Federal Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act (Chapter 122, Article 50, Illinois Revised Statutes 1975).

All parents, guardians, or an individual acting as a parent of a student in the absence of a parent, have the right to inspect and review educational records maintained by the school district within seven days after the request has been made. Student records are kept in the school that the pupil attends. The right to inspect and review includes the right to response from the school to reasonable requests for explanations and interpretations of the records, and the right to obtain copies of the records at a reasonable charge. We will make every effort to comply with parental requests as quickly as possible.

No person may condition the granting or withholding of any right, privilege, or benefit, or make as a condition of employment, credit, or insurance, the securing by any individual of any information from a student's temporary record which such individual may obtain by the exercise of any right secured by Illinois law. Individuals have the right to contact the U.S. Department of Education to report alleged failures by any school district to comply with student records laws.

TEXTBOOKS

Textbooks are the property of the school. A school fee is assessed each year for the pupils to use these books during the school year. Any book, which is defaced or destroyed, will be replaced at the pupil/parent expense.

TITLE I

A Title I academic assistance program is provided for students in kindergarten through eighth grade.

SPECIAL EDUCATION SERVICES

Special Education services are available daily for students. A Learning Disabilities (LD) program is provided within our own district. Other Special Education services requiring a full-time placement will be determined at a multi-disciplinary conference. Parents and/or teachers may make a request for a student evaluation. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact building administration.

Related Service Logs: For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

SPEECH THERAPIST

A speech therapist visits the school one day per week. If any parent feels their child may need help in the area of speech development, they should contact their child's teacher to see about obtaining an evaluation from the

therapist.

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

DISCIPLINE POLICIES

STUDENT CONDUCT

All students should recognize the consequences of their conduct. This refers to their actions toward each other, to their language, to their dress, and to their manners. New Holland-Middletown Dist. #88 students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, damage property, or impede the orderly education process including school sponsored activities.

POSITIVE REINFORCEMENTS

NH-M believes that students who display appropriate and good conduct at school deserve positive reinforcement for such actions. Therefore, there are many activities, which reward or reinforce pupils throughout the year. Listed below is a partial list of the district-sponsored activities:

Beta Club	Class trips	Special Guests & Programs
Positive calls home	Junior High dances	Special school wide programs
Individual class rewards	Quarterly Award Assemblies	

BUS CONDUCT

The following rules will apply to all bus riders:

1. Follow the bus driver's instructions.
2. Do not eat, drink, chew gum, or smoke on the bus.
 3. Keep all harmful materials (drugs, tobacco, alcohol, weapons, etc.) off the bus.
 4. Keep all parts of your body and all objects to yourself and inside the bus.
 5. Keep the noise level down and remain seated facing forward.
 6. Keep the aisle clear and do not litter, write on, or damage the bus.

Infractions of the above rules will be brought to the attention of the principal. Abuse of bus privileges may result in consequence from the discipline code with a possible denial of transportation.

DISCIPLINE/CONSEQUENCES (Administrative Regulations)

Responsibilities of parents are as follows:

1. to send the pupil to school in a proper state of health and cleanliness.
2. to encourage the proper attitudes toward learning and respect for school authority in the child.
3. to cooperate with school personnel in efforts to improve the student's attitude and behavior.
4. to assume full responsibility for willful misbehavior or damage to school property by the child.

Responsibilities of the pupil are as follows: (Policy 7.130)

1. to comply with the rules of the school.
2. to pursue the prescribed course of study.
3. to respect and respond to the authority of the teacher and other school personnel.
4. to arrive at school on time.
5. to be alert and responsive to directions.
6. to be courteous to fellow students and faculty members.
7. to respect the rights and property of others.

Responsibilities of the teacher are as follows:

1. to enforce the policies of the school and the district in maintaining control of the classroom and the school environment.
2. to maintain classroom control adequate for the pursuit of the course of study by each child in the room.
3. to correct pupils whose acts, behavior, or conduct are not in conformity with generally recognized standards of acceptable behavior.

Responsibilities of the administrator are as follows:

1. to provide and maintain the best possible school environment for learning.
2. to deal with extreme or unusual cases of misconduct.
3. to lead in developing and establishing school rules within the limits of district policy.
4. to support staff members in establishing and maintaining adequate pupil control.
5. to carry out these responsibilities the administrator may take any action listed for teachers.

PROGRESSION OF DISCIPLINE

Teachers will make every attempt to manage classroom behaviors within the confines of the classroom. However, if "Office Referred Behaviors" and/or continued classroom-managed behaviors occur, students will be referred to the office for additional consequences.

CONSEQUENCES FOR OFFICE-REFERRED BEHAVIORS:

NH-M practices progressive discipline. Consequences are issued at the discretion of the Superintendent and the classroom teacher. Consequences can include but are not limited too; after school detentions, lunch/recess detentions, In-School Suspension, and Out of School Suspension. Parents will be notified by staff as incidents occur and the actions taken to correct the behavior.

CONSEQUENCES FOR FAILURE TO REPORT TO DETENTION

Failure to report to an assigned detention is as follows:

1. 1st missed detention: Serve missed detention and receive one additional detention.
2. 2nd missed detention: Receive one-day ISS.

These consequences are recorded by the semester. The students enter the second semester with a clean record with regards to missed detentions.

PROHIBITED STUDENT CONDUCT

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes, or e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher/staff member grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited

conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

IN-SCHOOL SUSPENSION (ISS)

Alternative Classroom Environment involves a method of removing a student from a classroom or situation in which he/she has been disruptive, a constant discipline problem, or committed some action not acceptable for students of NH-M. This consequence shall take place without removing him/her from the building, or sending him/her home. Responsibility for suspending a student shall reside with the principal.

Pupils assigned to Alternative Classroom Environment (ACE) will be expected to remain in an assigned location during the entire time designated by the principal. Absence during the assigned consequence shall not count toward the completion of the obligation and the time shall be made up upon the return of the pupil to school. Disruption by the pupil during ACE will result in immediate out-of-school suspension. Students who are in ACE will receive credit for their work when turned in at the end of the day.

OUT-OF-SCHOOL SUSPENSION (OSS)

Out-of-school suspension involves a method of removing a student from the school building and sending him/her home. Such a suspension shall be given when the student's misconduct or actions, in the opinion of the principal is too great as to discourage internal suspension. In such cases the student should be removed from the school for the general welfare of the student and/or staff of the school. Students will be suspended for gross disobedience or misconduct.

Students who are out-of-school suspended will be expected to turn in their assignment the first day they return to school. Assignments not turned in will receive zero credit unless other arrangements have been made with the teacher. *Students who are suspended out of school may not attend any extra-curricular activities either here or away on the days students are suspended. Out of school suspensions may be appealed to the Board of Education by contacting the Superintendent (217-445-2421).*

SUSPENSION/EXPULSION GUIDELINES

Suspension and/or expulsions guidelines include, but are not limited to the following pupil actions:

1. Immoral act committed in school, on the school grounds, or at school sponsored activities.
2. Refusal to attend scheduled or assigned class as a result of leaving the school building and/or grounds without permission from the principal or his/her designee.
3. Acts which may affect the health and/or safety of others.
4. Possession, distribution and/or use of alcoholic beverages or tobacco products in a school building or on school grounds.
5. Using abusive, threatening, intimidating or obscene language toward a teacher, other pupils, an administrator, school volunteer, or any other school employee.
6. Striking, intimidating or threatening the safety of other pupils, administrator, school volunteer, or any other school employee.
7. Stealing property belonging to others while at school or on school grounds.
8. Continued disrespect shown toward a teacher, an administrator, or other school district employee.
9. Using obscene gestures toward a teacher, an administrator, or other school district employees.
10. Possession, selling, distribution and/or use of unauthorized drugs, narcotics, or related paraphernalia on school property. This includes look-alike drugs.
11. Destroying or damaging school owned property.
12. Unacceptable behavior in the school lunchroom.
13. Refusal to attend detention.
14. Possession/use of weapons/explosive devices

If, after a thorough examination of the facts, it is the best judgment of the principal, and/or superintendent that the welfare of a student and/or student body and school staff would be impaired by retaining the student, then the principal and/or superintendent should issue the referral/order of suspension and notify the parents immediately. These short-term suspensions are from one to ten days at the discretion of the person giving the suspension. During this period of time a better understanding and agreement regarding acceptable conduct will be sought with the student and his parents. Some incidents may require the immediate removal of the student from school. In all incidents, cases will be handled on an individual basis. Parents or guardians are invited to be active participants at the school in discussion of the problem. A complete report on pupil suspension action by the principal or superintendent shall be forwarded to the district office and presented at the next school board meeting.

EXPULSION

A student may be expelled only by formal action of the board. Since expulsion action evolves from a prior suspension action, the due process procedures followed for pupil suspensions shall also be followed in pupil expulsion cases. In all cases of expulsion the following guidelines are provided

1. The parents or guardian must have been requested to appear before the board of education to discuss the

student's behavior.

2. A notice by certified mail must be sent to the parent or guardian notifying them of the date, starting time, place and purpose of the meeting.
3. The school board must provide a full statement of the reason for the expulsion and the proposed date when the expulsion will take place.
4. The student can consult with an attorney at his/her own expense.
5. Adequate time must be given to prepare a defense and have an attorney present during the proceedings. The cost of the attorney is borne by the student's parents or guardian.
6. The student must be given the opportunity to call and examine witnesses, to cross examine opposing witnesses and to introduce evidence.
7. The decision to expel or not to expel must be made by the school board and must be based on evidence presented.
8. Students may be expelled for up to two years

DEFINITIONS OF POLICIES AND ADMINISTRATIVE REGULATION/DISCIPLINE POLICY

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

HAZING/BULLYING PROHIBITED (Policy 7:190 A)

Soliciting, encouraging, aiding, or engaging in hazing and bullying is prohibited. "Hazing" and "bullying" means any intentional, knowing, or reckless act directed against a student by intimidating, forcing, or influencing a student to do an act or failing to do an act against the student's will for the purpose of being intimidated into, affiliating with, holding office in, or maintaining membership into any organization, club, or athletic team whose members are or include other students, or done for the purpose of adversely affecting a student's educational or social experience in a school setting or activity.

Students engaging in hazing and/or bullying will be subject to one or more of the following:

- Conference with parents, In-school suspension, Out of school suspension, Expulsion up to (2) years.
- Refer to Board Policy 7:20 and Policy 7:180. The New Holland-Middletown ESD #88 Board of Education, in response to Section 27-23.7 of the School Code (105 ILCS 5/27-23.7) has updated its Board-approved bullying policy, and has posted it on the District website, www.nhm88.com under "Public Documents" tab.

DRUGS, TOBACCO, ALCOHOL (Policy 7.190)

It shall be the policy of the school to take positive action through education, counseling, parental involvement, medical referral, and police referral in handling incidents in the schools involving the possession, sale, and/or use of behavior-affecting substances. These substances shall include, but not be limited to, marijuana, LSD, glue, alcohol, and barbiturates.

- School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Lockers, though assigned to pupils, are school property and may reasonably be inspected.
- Inspections for the locations of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection and search by school personnel.

Procedure for Dealing with Drug Problems (Administrative Regulation)

The following procedures have been developed to aid members of the staff in dealing with the use, possession, selling, or supplying of drugs:

1. If a staff member has reason to believe that a student is ill for any reason, the following procedure should go into effect:
 - a) The principal is to be notified immediately.
 - b) If the principal feels that the illness is drug-related, the principal will, at this time, contact the parents. Following contact with the parents, a decision will be made by the principal, with the advice of a county health department nurses, if available, as to whether the student should remain in school or be taken home by the parents.
 - c) First aid will be administered as necessary and as prescribed by law.
 - d) If a parent cannot be contacted and the illness persists, the nurse and/or principal will contact the family

physician and follow his direction. Should it be necessary to hospitalize the student in the opinion of the physician, the nurse and/or principal will accompany the student to the hospital. If no physician can be contacted, the nurse and/or principal may arrange to hospitalize the student. The principal will be responsible for continuing to contact the parents and physician of the student.

2. The above refers to all in-school cases. Any notification of appropriate law enforcement agencies will be the responsibility of the building principal.
3. School authorities holding tangible evidence of the possession and/or peddling of drugs in school shall follow this procedure:
 - a) The principal will notify the appropriate law enforcement agency.
 - b) The principal will notify the parents.
 - c) Suspension of the student may be initiated by the principal, pursuant to state statutes and district policies.
 - d) In instances of suspected drug use or peddling outside of school, the school personnel should notify appropriate law enforcement agencies of information that has come to their attention.
4. Should a student be arrested or convicted of possession of drugs or trafficking in drugs outside of school, the superintendent may initiate suspension proceedings under state statute, depending on the merits of the particular case.

WEAPONS/EXPLOSIVE DEVICES

A student who uses, possesses, controls, or transfers a weapon, explosive device, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look alikes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens are considered weapons if used or attempted to be used to cause bodily harm.

FREEDOM OF SPEECH

Provision for expression of differences of opinion as provided in the First Amendment shall be adequately provided and protected. Prohibition of a particular expression of opinion, or means of expression, shall be based upon something more than a mere desire to avoid the discomfort and unpleasantness that always accompanies an unpopular point of view.

However, no person – be a parent, teacher, or student – has an absolute right to freedom of speech. It is a myth to say that any person has a constitutional right to say what he pleases, where he pleases, and when he pleases. Uncontrolled and uncontrollable liberty is an enemy to domestic peace.

Freedom of speech in our schools is limited by board policy, canons of good taste as acceptable in the community, and legal considerations.

LOCKERS (Policy 7.140)

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Lockers, though assigned to pupils, are school property and may reasonably be inspected by school authorities. It is recommended that two members of the staff conduct inspections together, particularly when the pupil is not present. All students in grades 5-8 are encouraged to use lockers in the locker rooms. For 6-8 students, they are also encouraged to use the lockers upstairs. Decorations outside of the lockers must be approved by the Principal.

LAW ENFORCEMENT AND OFFICIALS

The Principal shall cooperate with law enforcement officials in the following ways:

1. If the law enforcement official has a warrant for the arrest of a student, the school official shall:

- A. Honor the warrant
 - B. Make an attempt to contact the parents and inform them of the arrest.
2. If the law enforcement official has no warrant, but wishes to interrogate the students, the school official shall:
 - A. Notify the parents and request their presence and obtain their permission to interrogate the student.
 - B. If parents are unable to be present or cannot be contacted, then the school official should be present.
 - C. If the school official is present, he should be sure the student is aware of his/her rights and that the student understands those rights, which are:
 1. Entitlement to be advised that he need not make any statement and if he does, it may be used against him.
 2. Entitlement to right of counsel. If he cannot afford an attorney, one will be supplied to him.
 3. The law enforcement official will be shown this portion of our policy statement by the building Principal when a request for assistance is made.

MANDATED REPORTER

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

REMOVAL OF DISRUPTIVE STUDENTS FROM THE CLASSROOM

Whenever a student's behavior in a school classroom becomes disruptive enough to disturb the learning environment for others and/or threatens physical harm to the student, other students, or the classroom teacher, he/she may be removed from the classroom as a disciplinary action. Such removal shall be voluntary, if possible. However, if the student will not leave the room voluntarily, the teacher and/or principal or designee may physically remove the student from the classroom.

Unacceptable student behavior and/or disobedience are just cause for suspension and/or expulsion. When removal of disruptive students from the classroom is necessary, the following due process steps should be taken to assure the individual rights of the student or students involved:

- 1) The teacher has the authority to remove a student from the classroom at any time a student exhibits gross misbehavior or disobedience which disrupts the classroom learning environment for others, threatens the safety of the student involved or threatens physical harm to other students, the teacher, or other staff members.
- 2) Hopefully, a teacher can persuade a student to voluntarily leave the classroom. If not, the teacher has the authority to physically remove the student from the classroom.
- 3) Teachers should not rely upon other students to accompany disruptive students to the principal's office. Other students could be used to summon the principal at the request of the teacher.
- 4) Once the teacher has arrived at the principal's office with a student removed from the classroom, the following steps should be followed:
 - a) Principal will confer with the teacher in private to learn the reason for removal of the pupil from the room.
 - b) Principal will confer with the pupil to explain why he/she was removed from the classroom and to listen to the pupil's response to the charges.
 - c) Principal will decide the disciplinary action to be taken. Once this decision is made, the parents may be contacted.
 - d) Principal may attempt to contact the parent(s) by phone to inform them about the child's removal from the classroom by the teacher and the disciplinary action to be taken. A parent conference may be scheduled.
 - e) Formal suspension policies should be followed by the principal in the written notification to parents about a pupil's suspension whether it is in school or external suspension.
- 5) The principal shall be authorized to decide whether or not a student needs to remain out of the classroom for

any extended period of time. A student remaining out of a classroom for more than a period of 4 hours shall be considered as having been formally suspended from the classroom.

SEARCH AND SEIZURE (Policy 7.140)

The right of inspection of student's school lockers is inherent in the authority granted school boards and administrators and should be exercised to assure parents that the school, in pursuing its in loco parentis relationship with their children, will employ every safeguard to protect the well-being of those children.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment:

- 1) to protect each child's constitutional rights to personal privacy and protection from coercion.
- 2) to emphasize that schools are educational rather than penal institutions.
- 3) to resolve any doubts in the child's favor.

Under the Fourth Amendment to the U.S. Constitution, teachers and school officials may search a student or the student's property without a search warrant, provided there are reasonable grounds for suspecting that the search will turn up evidence that the student is violating the law or the rules of the school. The extent of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

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

School Property and Equipment as well as Personal Effects Left There by Students: School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students Searches: School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website..

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

Questioning of Students Suspected of Committing Criminal Activity: Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a

school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Board policy makes it clear that principals and other responsible school officials have the right to open and inspect students' lockers. Application of the policy is not a simple matter. Here are some guidelines to follow:

- 1) Do not hesitate to open and inspect when there are reasonable grounds for suspecting there is danger to other students and personnel.
- 2) Do not hesitate to open and inspect when there are reasonable grounds for suspecting that a student may be
- 3) concealing therein materials forbidden in school by policy and regulation such as alcoholic beverages, illegal narcotics, or firearms.
- 4) Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order. The school attorney should be informed as soon as possible and consulted in regard to any questions of legality.
- 5) In all other situations, emphasize the student's right to privacy. Resolve any doubts in the student's favor.
- 6) Personal effects, writings, or publications no matter how "offensive" is to be construed strictly as private property, leading to no disciplinary or punitive action unless such are distributed or displayed about the school environment.
- 7) Any student search conducted must include the presence of at least two adults on the school staff. Strip searches are not allowed at any time for any reason.

HARASSMENT OF STUDENTS PROHIBITED

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include, but are not limited to, name calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Complaints of harassment or intimidation are to be handled by contacting the Principal.

SEXUAL HARASSMENT PROHIBITED (Policy 7.20)

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

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

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

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the Principal. Students may also choose to report this activity to a same-sex teacher. Complaints will be kept confidential to the extent possible given the need to investigate.

An allegation that one student was sexually harassed by another student shall be referred to the Principal for appropriate action. Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the principal. This pertains to adult to student or student to student misconduct. Upon gathering information the principal may make a report to the proper authorities.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

STUDENT STRIKE OR STUDENT DISORDER (Administrative Regulation)

To minimize the disruption of the educational process, to assure the safety of students and faculty, and to protect public property, the administration is authorized to implement the following procedures. At all times the safety of the students shall be uppermost in the minds of those in charge of a building during a time of tension.

- 1) When there is evidence that an unusual situation may be developing, the principal shall alert police authorities.
- 2) In the event of a student strike or student disorder, the policy shall be to take firm measures.
- 3) The building principal or his delegate shall confront the students causing the disturbance. He shall make himself available to meet immediately with the representatives of the students causing the disturbance and shall inform the other students that he expects them to return to their regular classroom routine.
- 4) If the students fail to abide by such directions, the principal is authorized to suspend those students causing the
- 5) disturbance and direct them to leave the building with the understanding that they will not be readmitted unless
- 6) accompanied by a parent or guardian.
- 7) If the disruptive students refuse to leave the building and the school grounds after a reasonable time has elapsed in the judgment of the building principal, he shall call in the police authorities.
- 8) The building principal should clearly state to the disruptive group that upon arrival of the police authorities they are subject to arrest.
- 9) Should a confrontation of any kind ever develop, the building principal will submit to the Board of Education, in writing, a complete report of such incident.
- 10) The board reaffirms its policy that the principal is always available to receive the requests of students in a peaceful, orderly, and reasonable manner, and that he is free to exercise administrative judgment in a specific instance.

VANDALISM (Policy 7.170)

The board views vandalism against school property or staff property by students as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents, school staff, and the appropriate community officials to determine the cause. Accordingly, the principal/superintendent is directed to take such steps as are necessary:

- 1) to identify the student(s) involved.
- 2) to call together persons, including the parents, needed to study the causes and to advise him on appropriate disciplinary action.
- 3) to decide upon disciplinary action and to assess costs against the future student misbehavior.
- 4) to take any constructive actions needed to guard against the future student misbehavior.

- 5) to notify police authorities if vandalism occurs as a result of breaking in to or illegally entering a building or in his judgment the vandalism requires law enforcement intervention.

Administrative Procedure – Misconduct By Students With Disabilities (Policy 7.230)

Behavior Interventions:

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District in conjunction with Tri-County Special Education Association will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the Illinois State Board of Education's guidelines on the use of **behavioral interventions** and use them as a non-binding reference. This policy and the behavioral interventions procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans (IEP's) within 15 days after the school board has amended its policies and procedures, at the time an individual education plan (IEP) is first implemented for a student, and all students shall be informed annually of the existence of this policy and the procedures.

Special Education Suspension Procedures

1. All **suspension** notices and suspension review procedures established by **The School Code** shall be followed when suspending a special education student.
2. **The first time a student is removed for more than 10 cumulative days during the school year, the District shall, no later than 10 business days after the decision to suspend a student is made, convene an IEP meeting to review and, if appropriate, modify the student's behavior intervention plan, as necessary, to address the student's behavior. If no behavior intervention plan is in place, the IEP team shall develop a plan for a functional behavioral assessment that must be used to develop a behavior intervention plan. Parent consent is not required for the District to conduct a functional behavioral assessment, however, parent participation is encouraged.**
3. For all subsequent removals of the student that do not constitute a change in placement, the IEP team members must review the behavior intervention plan and its implementation. If any team member indicates that the plan may need to be modified, the IEP team must be convened to review the plan and revise it, if appropriate.
4. For all removals that exceed 10 cumulative days during one school year, the District must provide services to the student. The IEP Team shall determine the services to be provided. Such services must:
 - a) Be designed to enable the student to progress in the general curriculum; and
 - b) Allow advancement toward his or her IEP goals.

Special Education Expulsion Procedures

1. The District shall notify the student's parent(s)/guardian(s) within 24 hours of the disobedience or misconduct and indicate the student shall be recommended for **expulsion**. All procedural protections pertaining to notices provided under the District's discipline policy shall apply to a notice of recommended expulsion in the case of a special education student. The parent(s)/guardian(s) shall also receive written notification that:
 - a) An IEP conference shall be convened to determine whether the student's act of gross disobedience and/or misconduct is a manifestation of his/her disability. The IEP meeting shall take place as soon as possible, but no later than 10 school days after the decision to discipline the student is made.
 - b) Student's parent(s)/guardian(s) are requested to attend the IEP team meeting at the date, time, and location specified in the notice.
2. For purposes of such **manifestation determination review**, the IEP team shall include the members of the student's IEP team and other qualified personnel including but not limited to, the authorized administrator familiar with the act of misconduct.
3. In carrying out the manifestation determination review, the team shall consider, in terms of the behavior subject to the disciplinary action, all relevant information including:
 - a) Evaluation and diagnostic results, including relevant information supplied by the parents;

- b) Observations of the student; and
 - c) The student's IEP and placement.
4. The team may determine that the subject behavior was not a manifestation of the student's disability only if it is determined that:
- a) The student's IEP and placement were appropriate and special education, supplementary aids and services, and behavior intervention strategies provided were consistent with the student's IEP and placement;
 - b) The student's disability did not impair the ability of the student to understand the impact and consequences of the behavior subject to the disciplinary action; and
 - c) The student's disability did not impair the ability of the student to control the behavior subject to the disciplinary action.
5. If, at the manifestation review conference, it is determined that the behavior of the student was a manifestation of his or her disability, the authorized administrator may request a review of the appropriateness of the educational placement of the student in accordance with the **ISBE Special Education Rules and Regulations**.
6. During the period necessary to propose a new placement, the student will remain in his/her current placement unless:
- a) The student has not served a full 10 day school suspension imposed for the offense, in which case the student may be required to serve the remaining days of his/her suspension; or
 - b) The parent(s)/guardian(s) and the District agree on an interim placement; or
 - c) The District obtains an order from a court of competent jurisdiction or a State of Illinois hearing officer changing the current placement or providing for other appropriate relief.
7. If, at the manifestation determination review conference, it is determined that the behavior of the student was not a manifestation of his/her disability, the authorized administrator may continue with his/her recommendation that the student be considered for expulsion by the School Board. The parent(s)/guardian(s) shall receive written notice that includes the following provisions:
- a) The parent(s)/guardians are entitled to all rights provided under the IDEA and those set forth in the ISBE Special Education Rules and Regulations, as available to the parents/guardians from the District. A copy of the parent'(s)/guardian'(s) rights shall be included with the expulsion hearing notice.
 - b) In addition to issues regularly determined at an expulsion hearing, the authorized administrator must present evidence that the manifestation determination review team met and concluded that the student's misconduct was not a manifestation of his/her disability, which shall be duly noted by the School Board.
 - c) The administration shall ensure that relevant special education and disciplinary records of the student are transmitted for consideration by the School Board.
8. If a special education student is expelled from school in accordance with the procedures set forth above, the District shall convene an IEP meeting to develop an educational program to deliver educational services by qualified personnel that allow the student to appropriately progress in the general curriculum and appropriately advance towards achieving the goals set out in the student's IEP during such period of expulsion.

Weapon and Drug Offenses

In accordance with the above procedures, the District may take one or more of the following steps when a student with a disability carries a **weapon** to school or to a school function or knowingly **possesses** or uses illegal drugs or sells or solicits the sale of a **controlled substance** or a **look -a- like drug** while at school or at a school-related function:

- 1. Suspend the student from school for 10 school days or less.
- 2. Convene an IEP conference to:
 - a) Determine placement in an **interim alternative educational** setting for up to 45 calendar days.
 - b) Review and, if appropriate, modify the student's behavior intervention plan as necessary to address the student's behavior, if no behavior intervention plan is in place, the IEP team shall

- develop a plan for a functional behavioral assessment that must be used to develop a behavior intervention plan, and
- c) Conduct a manifestation determination review.
*The student may be placed in an interim alternative educational setting even if the behavior is a manifestation of the student's disability.
- 3. The interim alternative educational setting must:
 - a) Enable the student to continue to progress in the general curriculum;
 - b) Enable the student to receive the services and modifications set forth in his/her IEP; and
 - c) Include services and modifications designed to address the misconduct to prevent it from recurring.
- 4. If the parent(s)/guardian(s) disagree with the alternative educational placement or with the Districts proposed placement, and they initiate a due process hearing, the student must remain in the interim alternative educational setting during the authorized review proceedings, unless the parent(s)/guardian(s) and the District agree on another placement.

Change of Placement if Maintenance of Current Placement Is Likely to Result in Injury

In the event that maintenance of a student's current placement is substantially likely to result in injury to the student or to others, the District may seek an order from a court of competent jurisdiction or a State of Illinois Due Processing Hearing Officer to change the student's placement to an appropriate interim alternative educational setting for one or more 45 – day periods after convening an IEP meeting to:

1. Conduct a manifestation determination review following procedures described under sub-heading "Special Education Expulsion Procedures," paragraph numbers 3 and 4, and
2. Determine a proposed interim alternative educational setting that meets the requirements under sub-heading "Weapon and Drug Offenses," in paragraph number 3.

Use of Restrictive Interventions In An Emergency

Emergency situations occasionally arise wherein immediate restrictive interventions are necessary to protect students, other individuals, or property from physical injury, emotional abuse, severe property damage, or serious continuous disruption of a classroom. If the use of restrictive interventions is needed in emergency situations, then the following procedures should follow the event:

1. Restrictive interventions that may include physical restraint and/or time-out (isolation/quiet room), may be used to gain control of the situation.
 - a) Time-out and physical restraint – 105 ILCS 5/10-20.31
Sec.10-20.31. (As enacted by P.A. 91-600) Time out and physical restraint. Until rules are adopted under Section 2-3.126 of this Code {105 ILCS 5/2-3.126}, the use of any of the following rooms or enclosures for time out purposes is prohibited:
 - 1) A locked room other than one with a **locking mechanism** that engages only when a key or handle is being held by a person;
 - 2) A confining space such as a closet or box;
 - 3) A room where the student cannot be continually observed; or
 - 4) Any other room or enclosure or time-out procedure that is contrary to current guidelines of the State Board of Education.

The use of physical restraints is prohibited except when (i) the student poses a physical risk to himself, herself, or others, (ii) there is no medical contraindication to its use, and (iii) the staff applying the restraint have been trained in its safe application. For the purposes of this Section, "restraint" does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and that are designed (i) to prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property or (ii) to remove a disruptive student who is unwilling to voluntarily leave the area. The use of physical restraints that meet the requirements of this Section may be included in a student's individualized education plan where deemed appropriate by the student's individualized education plan team. Whenever physical

restraints are used, **school personnel** shall fully document the incident, including the events leading up to the incident, the type of restraint used, the length of time the student is restrained, and the staff involved. The parents or guardians of a student shall be informed whenever physical restraints are used.

2. The parents/guardians of the student will be notified within 24 hours when a restrictive procedure is used in an emergency situation.
3. Documentation must take place in the use of an emergency restrictive intervention and may include:
 - a) Description of the time, place, events, and participants in the incident that required emergency intervention;
 - b) Description of the emergency intervention used, including all staff involved with the intervention;
 - c) Description of injuries and/or property damage;
 - d) Description and dates of previous incident(s) leading to present event;
 - e) Intervention approaches attempted prior to the incident;
 - f) Student's response to the emergency intervention;
 - g) Recommendations for avoiding similar incidents in the future.

Designation of Behavioral Interventions by Level of Restrictiveness

Interventions listed as **nonrestrictive** are preferred, when appropriate, because of the low risk of negative side effects and the high priority placed on positive behavior change rather than behavior control. These interventions may be used without the development of a written behavioral management plan or inclusion in the student's IEP. A best practices approach to the implementation of any behavioral intervention, however, involves a functional analysis of the behavior of concern, careful planning and monitoring of the intervention procedures, and systematic evaluation of intervention outcomes. The use of positive and **non-aversive interventions** should be given the highest priority and should be directed at the development of positive student behaviors and skills.

Examples: Positive reinforcement, **detention**, escape task, redirect, **time-out** etc.

Restrictive Interventions

Restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions include aversive and deprivation procedures that are associated with a higher risk of negative side effects. Therefore, greater caution should be exercised in their use. Restrictive interventions (with exception of cumulative 1 to 7 days of suspension) should be used only after a functional analysis of behavior has been completed and documented, a behavioral management plan written and appropriate modification of the student's IEP completed. Restrictive interventions shall only be used in conjunction with positive interventions designed to strengthen competing behaviors, and shall be replaced by less restrictive procedures as quickly as possible.

Examples: **Physical restraint**, **isolation time-out**, suspension, etc.

Highly Restrictive Interventions

Interventions listed as highly restrictive are deemed inappropriate in most circumstances and should only be utilized as determined by the IEP.

Examples: Mechanical restraints, expulsion, suspension beyond 10 days, etc.

Prohibited Interventions:

Interventions listed as Prohibited are illegal and not allowed.

Examples: Physical manipulation, **aversive mists**, expulsion without services, etc.

K-8th grade
POLICIES AND PROCEDURES

It is in kindergarten through fourth grade that the children develop a basic foundation for their education. They learn many academic skills as well as developing socially. The following are the subjects your child will study in K-4: Language Arts, Handwriting, Phonics, Mathematics, Reading, Social Studies, English, Science, Spelling, Physical Education, Writing, Art, Music, Computers

In grades 5-8, the student begins preparation for the more complex organization of high school. The child's horizons are expanded in preparation for his emerging maturity. The following are the classes your child will be studying: *Language Arts, English, Literature, Spelling, Writing, *Mathematics, *Social Studies, *Science, Health/Physical Education, Computers, Art, Music.

*These subjects will be averaged to determine if a student is passing or failing the grade level indicated.

We have two honor rolls in grades 5-8: High honors for a grade point average of 3.5 or better and Honors for a grade point average of 3.0 or better.

GRADING SCALE 3-8

A	93-100
B	85-92
C	77-84
D	70-76
F	Below 70

GRADING SCALE 1-2

4 = Masterful
3 = Proficient
2 = Emergent
1 = Significant Gaps
X = Not Assessed at this time

GRADING SCALE K

Excellent
Very Good
Satisfactory
Average
Needs Improvement
Unsatisfactory

GRADE POINT AVERAGE

Each student's grade point average will be determined as follows:

A	4.0 points	C	2.0 points
A-	3.6 points	C-	1.6 points
B+	3.3 points	D+	1.3 points
B	3.0 points	D	1.0 points
B-	2.6 points	D-	.6 points
C	2.3 points	F	.0 points

Student Walkers To School

Students who walk to school should come straight to school and should not arrive before 7:45 a.m. Remember the safety rules: Walk with a friend and never accept a ride with a stranger. **Students should not be dropped off at school before 7:45 A.M.**

PICKING UP 5-8 STUDENTS AFTER SCHOOL

5-8th grade students may be picked up after school at the west parking lot in front of the baseball diamond. Please depart the parking lot by the far west driveway directly onto 1250th St.

BICYCLE RULES

All bicycles must be kept on the racks provided by the school on school grounds. All bicycles should be chained to the bike rack during school hours. Bicycles may not be ridden during the school day. The school assumes no responsibility for lost or stolen bicycles.

PRE-SCHOOL SCREENING

In order to increase your child's success in school, New Holland-Middletown District #88 provides a pre-school screening program for youngsters between the ages of three and five. The screening program can identify children who are "at risk" academically a year or so prior to their kindergarten entrance date and lead to the provision of a pre-educational program to help eliminate many of the problems. The program uses a professional team of teachers, a speech therapist and a special education coordinator to screen the children. The screening

program will center on four behaviors: motor, adaptive, language, and personal-social. We will identify the maturity of the child's total functioning – that is, whether or not his/her behavior is up to the level expected of a child of his/her age.

KINDERGARTEN

Children entering Kindergarten are required to be five years old on or before September 1st for the school year in which they are enrolling. Parents must bring birth certificates, immunization records, social security numbers, physicals and eye examinations to complete the enrollment.

AWARENESS EDUCATION

Drug, alcohol, and substance abuse education is a regular part of the health curriculum, beginning in the lower grades and continuing through the health classes at the junior high level. Special assembly programs are an important component of this effort.

Students have an opportunity to seek counseling for individual or family problems of substance abuse, suicide, family related issues, personal relationships, and other dysfunctional behaviors, through referral to Tri-County Special Education Cooperative Social Services social workers. Referrals may be made to Logan County Mental Health for further family assistance.

The health curriculum also includes a responsible approach to sex education, communicable disease awareness and prevention, and suicide awareness education.

Erin's Law is a federal mandate put in place to effectively address the issue of child sexual abuse in Illinois. All public schools should implement a child sexual abuse prevention program with students in grades PreKindergarten through 12th. For more information about Erin's Law, go to: <http://erinslawillinois.org/>.

VALUABLES

Pupils are encouraged not to bring valuable items or money to school to leave in their lockers or desks. The school is not responsible for any damaged, lost or stolen items brought to school by the pupils. Any valuable items that must be brought to school should be checked in at the office or locked in a locker.

E-Readers, Tablets, etc.

E-readers, tablets and laptops may be provided by the school for educational purposes. Users will abide by the school's Acceptable Use Policy. The school is not responsible if any of these items are stolen.

CELL PHONES

Cell phones are to be turned off and kept in the students' book bag or locker unless he/she has permission from a staff member. Students who are found with a cell phone on their person will be considered in violation of the rules and will be punished accordingly. Cell phones are not to be used in the locker room or restrooms. Violators will be handled under the discipline code. In addition if pictures are taken and shown to others the violator could be charged under the laws regarding child pornography.

TOYS

No toys, playing cards, and/or trading cards are allowed at school unless cleared by the teacher or principal.

INVITATIONS

If invitations are brought to school, they must be distributed to the whole class. No exclusion of students will be allowed.

CLASSROOM PARTIES AND TREATS

K-4 have 4 major classroom parties to celebrate Halloween, Christmas, Easter and Valentine's Day. Store-bought treats may be brought in for student birthdays after the date and time are cleared with the classroom teacher. It is requested that birthday treats be limited to a snack and drink. **The school no longer allows for homemade treats to be provided at school for any party.** The health regulations require all food served at the school must meet the health standard guidelines for preparation.

PARENT VOLUNTEERS

New Holland-Middletown District #88 considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow.

FUNDRAISING

The eighth grade and various clubs and/or groups may participate in fundraising activities. If you have any questions about any fundraising activity, please call the school. In addition, please do not give cash or write a personal check to any student. All checks should be payable to NH-M #88. Any student acts of theft, dishonesty, or misrepresentation may negate any awards, prizes, or trips associated with the fundraiser.

LOCKERS

A locker is issued to each student in grades 6-8 at the beginning of the school year. Students are expected to keep their lockers clean and not to abuse them in any way. No items may be placed on the hallway floors. Students are also encouraged to obtain a combination lock from the unit office to use on their lockers. Locks that use keys may be used as long as an extra key is turned into the office. The school cannot be responsible for valuables left in lockers. Sometimes there may be special circumstances, which require a student to carry significant cash or valuables to school. Cash or valuables can be safeguarded by registering them and leaving them in the main office.

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Lockers, though assigned to pupils, are school property and may reasonably be inspected by school authorities.

PASSES

Teachers will issue passes for valid reasons. A student is required to have a pass any time they are out of class. NO EXCEPTIONS! Pass sign in sheets will be reviewed periodically by the principal to detect any misuse by students.

DRESS CODE K-8

NH-M has adopted the following guidelines for appropriate school dress and these guidelines apply to all district academic and extracurricular events and activities:

- Clothing should be non-disruptive and appropriate for the learning environment.
- Shoes shall be worn and be securely fastened to the feet.
- STRAPLESS SANDALS ARE NOT ALLOWED ON THE SCHOOL PLAYGROUND FOR SAFETY REASONS.
- SHORT-shorts and short skirts are NOT to be worn at school. Shorts must be at child's fingertip length.
- No caps or other headgear will be worn in the building.
- No halter tops, tube tops or spaghetti strap shirts will be worn. Tank tops must have a shoulder strap at least two inches wide.
- Clothing shall be properly fitting
- Sleeveless undershirts will not be worn.
- No steel toe boots
- Pants/jeans with rips/holes are allowed, however, any holes above the knee require students to have patches or wear leggings underneath.
- No blankets as shawls or coats
- Students are not allowed wear to their hood up on a hoodie while inside the building.
- No see through shirts or undershirts or shirts with plunging necklines (front or back)
- No midriff tops or shirts that expose the midriff when arms are raised.
- No shirts with vulgar, distracting or suggestive language. Clothing with pictures of writing about tobacco

alcohol or drugs are not permitted.

- No chains (the type attached to wallets) spiked collars, spiked jewelry or other similar type items. Sagging pants, very baggy pants or pants too big to stay up without a belt are not permitted.
- No visible undergarments
- No tennis shoes with built in skates
- Coats are not to be worn in class.
- Consequences for violating policy: First offense student must correct problem; Second offense-Parent notified and student assigned a detention; Third offense-Parent called and student sent home.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

New Holland-Middletown District #88 offers many athletic programs and extra-curricular activities for students. Certain requirements must be met in order to participate in these activities. A student must meet eligibility requirements. Eligibility is turned in to the office each Friday. Permission must be given by the parent. To participate in athletics, each participant must also have a current physical on file and have proof of accident insurance coverage. **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES IS A PRIVILEGE, NOT A RIGHT.** Students who have six (6) or more discipline referrals will not be permitted to attend the extra-curricular activities or class fieldtrips sponsored by New Holland-Middletown Dist. #88 include the following:

BAND AND CHORUS

Band includes students in fifth through eighth grades. The band performs at one school concerts each year, the Christmas concert and the spring concert. They also participate in the Logan County Music Festival and many students participate in the Logan County Music Contest. Chorus is for students in 5th – 8th grade. They also perform for the Christmas concert, spring concert, Logan County Music Festival and Music Contest and other concerts selected by the Music Department. Selected Chorus members often participate in the IMEA Concert in Macomb. They are often asked to perform for local groups as well. Students wishing to participate in Band and Chorus must attend all performances unless an excused absence is approved in advance by the Director.

MUSTANG/BETA CLUB

Mustang/Beta Club is open to any students in sixth, seventh, and eighth grades who have a 3.3 grade point average with no D's or F's. Eligibility for Mustang/Beta Club is dependent upon the grade point average the previous year, and positive behavior component (students cannot earn two or more discipline referrals, earning a detention or greater consequences, per semester to remain eligible). If a student's grades fall below 3.3 grade point average per semester, they will be dropped from Mustang/Beta Club and will not be eligible to rejoin until the following year. Fundraising contributions thus far will remain in the Mustang/Beta Club Fund.

EIGHTH GRADE TRIP

Each year the students in eighth grade have the opportunity to go on a class trip. The destination of this trip is voted upon each year by the eighth grade students. The students have a fundraiser to raise the money needed for this trip. This is their last outing as students of New Holland-Middletown Dist. #88 and is a very enjoyable activity. The 8th grade trip is a privilege and can be lost by demonstrating inappropriate behavior. Six or more referrals, earning a detention or greater consequence, may cause a student to lose the trip. In addition to the trip being revoked for 6 referrals earning a detention or greater consequence, the Principal may take away the privilege as a progressive discipline measure. In the event students are unable to attend the trip, the money raised during the fundraiser will remain in the 8th Grade Class Fund of the School Activity Account.

SCHOLASTIC BOWL

Scholastic Bowl is an activity in which teams of five members compete by answering questions on various academic subjects. Scholastic Bowl is open to students in fifth, sixth, seventh, or eighth grade. District rules for eligibility will be followed.

ATHLETICS

Students in fifth through eighth grades may choose to participate in athletics. Boys Baseball, Boys Basketball, Girls Basketball, Girls Volleyball, Cheerleading, (Eighth Grade only) are offered through sports CO-OP with Carroll Catholic School in Lincoln or Chester East Lincoln. Girls Softball and Wrestling is offered through a CO-OP with Lincoln Junior High School. NH-M has its own Speech, Scholastic Bowl and Boys/Girls Track & Field Team. In each of the CO-OP extra-curricular activities, the hosting school of the CO-OP will provide students and parents with individual activity codes of conduct.

ELIGIBILITY

Eligibility will be determined on a weekly basis. IESA rules will be followed with the exception of the following:

1. Fundraisers
2. Certain other "outside of school" activities which are part of the grade in class
3. Eighth grade trip
4. Awards Banquet

If a student receives a failing grade in one or more subjects or lower than a C- average (1.60 GPA) in all subjects combined, he/she will be declared ineligible. A student may also be declared ineligible by the principal for disciplinary reasons, unsportsmanlike conduct and other serious instances of disregard for school rules. When a student is declared ineligible, he/she will remain ineligible until a new list is posted or until they are released by the principal. Any classroom grades will be figured cumulatively for a nine-week grading period. It is the teachers' responsibility to have grades updated by 8:00 am on Fridays.

REASONS FOR NOT PARTICIPATING IN NH-M SPORTING EVENTS

- Student is ineligible
- Student did not participate in PE due to illness or injury
- Student goes home ill in afternoon
- Student has unexcused absence for afternoon
- Game is played during time of student's suspension from school

REASONS FOR NOT ATTENDING NH-M SPORTING EVENTS

- Student goes home ill in afternoon
- Student has unexcused absence for afternoon
- Game is played during time of student's suspension from school

TRANSPORTATION FOR ATHLETICS

- NH-M will not provide transportation to and from any practices during the summer, school breaks, and holidays for 7th and 8th grades. No transportation will be provided on Saturday or Sunday or practices which occur after 5 P.M.
- NH-M **will not provide transportation** to any games but will still provide transportation to practices. This is a result of transportation funding cuts from the State of Illinois. During the school year, NH-M will provide transportation into Carroll Catholic at the end of the school day. Transportation is not provided on early dismissal days. No return service will be provided for any practice later in the evening/night.
- We will not provide transportation for any 5th and 6th grade games or practices.
- No transportation will be provided on Saturday or Sunday to any practice for any sport.

IESA RULES

3.020 Scholastic Standing

3.021 All contestants shall be in grades five through eight and shall not have passed eighth grade standing.

3.022 A student shall be doing passing work in all school subjects as determined by the local school district and the school shall certify compliance with this by-law. Use of a player, contestant, or participant shall be deemed such certification.

3.0221 Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday.
3.0222 The eligibility check shall be the same day each week except when school is not in session; then it must be taken on the last day of student attendance that week.

3.023 Grades shall be accumulative for the school's grading period.

3.050 AGE QUALIFICATIONS

3.051 For all seventh grade athletic activities sponsored by a member school, a student shall be eligible through age fourteen (14). If a student in a seventh grade athletic activity becomes fifteen (15) from the beginning date of practice in an activity as determined by the IESA standardized calendar through the final event in the seventh grade state tournament series in girls basketball, boys basketball, or girls volleyball, he/she is not eligible to participate in that activity. For boys and girls track, the final date of eligibility shall be governed by the member school's size classification.

3.052 For all athletic activities sponsored by a member school, other than activities designated as seventh grade activities subject to By-law 3.051, a student shall be eligible through age fifteen (15). If a student in an athletic activity becomes sixteen (16) from the beginning date of practice in an activity as determined by the IESA standardized calendar through the final event in the state tournament series in this activity, he/she is not eligible to participate in that activity. For girls and boys track, the final date of eligibility shall be governed by the member school's size classification.

POLICY GOVERNING THE CONDUCT AND SPORTSMANSHIP FOR PERSONS AND SPECTATORS IN ATTENDANCE AT SCHOOL-SPONSORED OR RELATED ACTIVITIES, FUNCTIONS AND MEETINGS, EXTRA CURRICULAR AND ATHLETIC EVENTS. (Policy 8.40)

Any person may attend school-sponsored or related activities, functions and meetings, extra curricular activities and athletic events held upon grounds of NH-M District #88, which the student is otherwise permitted or entitled to attend.

1. Do any act which is insulting or provoking in nature against any official, employee or agent of the District.
2. Do any act which causes personal injury or which is intended to cause personal injury or which the person knows or should know creates a substantial risk of injury to any person.
3. Do any act which causes damage to property or which is intended to cause damage to property or which the person knows or should know creates a substantial risk of damage to property of any person.
4. Do any act which is intended to disrupt the performance or continuance of any school-sponsored or related activities, function and meetings, extra curricular activities and athletic events.
5. Do any act which is intended to impede or disrupt the proper observance of or participation in any school-sponsored or related activities, functions and meetings, extra curricular activities and athletic events.
6. Enter upon or remain in any area not reserved for spectators or persons otherwise in attendance at school-sponsored or related activities, functions and meetings, extra curricular activities and athletic events or enter or remain in any area which serves as proper ingress or egress to any school-sponsored or related activities, functions and meetings, extra curricular activities and athletic events.

PENALTY: Any person who violates Paragraphs 1,2,3,4,5, or 6 of this Policy, may be:

- A. Restricted by the Board President, Superintendent, Building Principal, or their designees, to observance of or attendance at any school-sponsored or related activities, functions and meetings, extra curricular and athletic events from a particular place or area.
- B. Removed from or ordered evicted from any building, grounds or place at which any school-sponsored or related activities, functions and meetings, extra curricular and athletic events are held by the Board President, Superintendent, Building Principal or their designee.
- C. Prohibited from further attendance at any school-sponsored or related activities, functions and meetings, extra curricular and athletic events for up to one (1) year.

In the case of the imposition of Penalty C of this Policy, the following procedure shall apply:

Within ten (10) days from the commission of any act prohibited by this Policy, the Board President, Superintendent, Building Principal, or their designee, may, in writing, deliver to the Board of Education or Superintendent, as applicable, a complaint against any person alleging the commission of any act prohibited by this Policy; that Penalty C of this Policy shall be sought to be imposed: and for what length of time Penalty C should be in effect if imposed. A copy of the complaint shall be delivered by mail or in person to the person alleged to have committed the act, together with a copy of this Policy.

If the person alleged to have committed the act prohibited so requests, a hearing shall be held as soon as is practicable before the Board of Education or Superintendent, or their designees, as applicable, except that the person designated may not be the person who was the complainant. The complainant and the person alleged to have violated this Policy may appear at the hearing. No formal rules or procedure or evidence will apply. At the hearing it shall be determined: 1) whether the person did, in fact, commit the alleged act; 2) whether Penalty C is appropriate; and 3) if Penalty C is appropriate, for what length of time it should be imposed.

For determining 2 and 3 above, the following shall be taken into account:

- a) The nature and severity of the act.
- b) Whether or not the person who committed the act prohibited under this Policy has committed other acts prohibited under this policy, either before or after the act which is the subject of the hearing.
- c) The age, intelligence and maturity of the person who committed the prohibited act.
- d) Whether the person's presence at any school-sponsored or related activities, functions and meetings, extra curricular and athletic events constitutes a threat to any other persons, property or the events.

Upon completion of the hearing, the Board of Education or Superintendent or their designees, as the case may be, shall determine whether the prohibited act was committed: whether Penalty C is appropriate; and if Penalty C is appropriate, for what length of time it should be imposed.

The person accused of the act shall be notified in writing of said determination. If the complainant or the person who committed the prohibited act is dissatisfied with the decision of the Superintendent or his designee, that person may file a written notice of appeal of the decision with the Secretary of the Board of Education. Upon receipt of such a notice, the Secretary shall cause the matter to be placed upon the agenda of the next regularly scheduled meeting of the Board of Education; at which time the Board of Education shall consider the matter do novo according to the same rules and procedure as set forth in this Policy for the initial hearing before the Superintendent or his designee.

Nothing in this Policy shall prevent the application of other disciplinary rules of the Board, including but not limited to those rules relating to detentions, suspensions or expulsions and criminal sanctions.

New Holland-Middletown ESD #88 Retention/Remediation Policy:

A child who has completed the kindergarten year will be considered for retention if they receive a final grade of Needs Improvement in reading, numbers, or writing. The final decision concerning retention rests in this case with the teacher and principal.

A child in grades 1-2-3 will be considered for retention if the child receives a final grade of F in mathematics, reading, spelling, or language. The final decision in this case rests with the teacher and principal.

A child in grades 4 and 5 will be considered for retention if the child receives a final grade of F in two or more subjects. The final decision regarding retention in this case rests with the teacher and principal.

A child in grades 6-7-8 will be considered for retention if the child receives a final grade of F in two or more subjects. The child may attend summer school, at the child's parents expense, if it is determined that the summer work could raise the child's average to passing in one or two courses of study necessary for the child to pass to the next grade. The final decision regarding the appropriateness of summer school rests with the teacher and principal. The final decision concerning retention rests with the teacher and principal.

Policy: Residency and Tuition Non-Special Education Students

A student's residency for purpose of public school attendance, at New Holland – Middletown ESDS #88, is parental residency within the New Holland – Middletown ESD. In a special circumstance of a child living away from their parent(s), the inquiry turns to whether the student is living in New Holland – Middletown ESD solely for the purpose of attending school in New Holland – Middletown ESD. If the student is living away from their parents not solely to attend New Holland – Middletown ESD #88, then the student is entitled to attend New Holland – Middletown ESD #88, tuition free, if he or she has a regular nighttime abode within the New Holland – Middletown ESD.

Tuition is required of students whose parent(s) have not established residency within the New Holland – Middletown ESD and the student has a nighttime abode within the New Holland – Middletown ESD and resides within the district solely for the purpose of attendance at the New Holland – Middletown ESD schools.

Non-resident pupils who attend New Holland – Middletown ESD #88 schools shall be charged district tuition in the amount of 110% of per capita cost of maintaining the schools of the district for the preceding school year.

Pest Management Policy Statement

Structural and landscape pest can pose significant problems to people, property, and the environment. Pesticides can also pose problems to people, property, and the environment. It is therefore the policy of the New Holland-Middletown school district to incorporate Integrated Pest Management (IPM) procedures for the control of structural and landscape pests.

Pest are populations of living organisms (animals, plants, or microorganisms) that interfere with the use of the school site for human purposes. Strategies for managing pest populations will be influenced by the pest specifics and whether that species pose a threat to people, property, or the environment.

Approved pest management plans are site specific and include proposed pest management plans.

Pests will be managed to:

- Reduce any potential human health hazards or to protect against a significant threat to public safety.

- Prevent loss or damage to school structure or property.
- Prevent pests from spreading into community, or to plant and animal populations beyond the sight.
- Enhance the quality of life for students, staff, and others.

Integrated Pest Management procedures will determine when to control pests and what methods to use:

- Non-chemical prevention of pest populations using such methods as sanitation, exclusion, and cultural practices.
- Selecting the least hazardous methods and materials effective for control of targeted pests.
- Precision targeting of pesticides to areas not contracted or accessible to the children, faculty, and staff.
- Application of pesticides only "as needed" to correct verified problems.

Record of pesticide use will be maintained on site and will include pest surveillance data sheets that record the number of pests and other indicators of on-site pest populations. Pesticides will be stored in a secure site not accessible to students or unauthorized personnel. Approved 5-17-00

NEW HOLLAND-MIDDLETOWN ESD #88 (FERPA) INFORMATION

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

- 1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

- 2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be send to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

NOTIFICATION OF SCHOOL ASBESTOS PLAN

The school Asbestos Management Plan, as required by the Federal Government was completed and submitted to the Illinois Department of Public Health in 1989 and the School and State have accepted recommendations in the plan. A copy of the Asbestos Management Plan is on file in the Superintendent's office and is available for inspection during normal business hours. The tri-annual; re-inspection(s) has been completed and are also on file in the School Management Plan. Six-Month periodic surveillances inspections are conducted as required by Federal regulations.

Notification Registry
Pesticide Application
New Holland-Middletown ESD#88

In 1999, the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The notification requirements extend to both indoor and outside pesticide applications. Excluded from notification are anti-microbial agents (such as disinfectants, sanitizers, or deodorizers), insecticide baits, and rodent baits. General notification will be given by postings on site at least 48 hours prior to applications. Applied site will be identified with site-specific notifications.

New Holland-Middletown ESD #88 has therefore established a registry of people who wish to be notified. To be included in this registry, please complete this form.

I wish to receive written notification at least 48 hours prior to any pesticide applications on school property.

_____ residing at _____
Name Address

Date _____

New-Holland Middletown ESD #88 Permission to Photograph Students.

Student _____ School year **2022-2023**

Pictures of Unnamed Students

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Pictures of Named Students

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign the consent below. Please complete and sign this form to allow the school to publish and otherwise use photographs and video recordings, with your child identified, while he or she is enrolled in this school.

_____ **I do not grant consent** to the School District to identify a picture of my child, by full name and/or the school he or she attends, in any school sponsored material, publication, video recording, or website. This consent is valid for the entire time my child is enrolled in the District. I may revoke this consent at any time by notifying the Building Principal.

_____ **I do give consent** for the district to photograph my child, identify my child by name/photo in any school sponsored material, publication, video recording, or website. This consent is valid for the entire time my child is enrolled in the District. I may revoke this consent at any time by notifying the Building Principal.

Parent/Guardian

Parent/Guardian signature

Date

Pictures of Students Taken By Non-School Agencies

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

New Holland-Middletown ESD #88
Student Medication Authorization Form

To be completed by the child's parent(s)/guardian(s).

This form is to be used for medication other than medical cannabis. (See 7:270-E2, School Medication Authorization Form - Medical Cannabis.) A new form must be completed every school year for each medication. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Student's Name:		Birth Date:	
Address:			
Home Phone:	Cell Phone:	Emergency Phone:	
School:	Grade:	Teacher:	

To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority:

Prescriber's Printed Name:			
Office Address:			
Office Phone:		Emergency Phone:	
Medication name:			
Purpose:			
Dosage:		Frequency:	
Time medication is to be administered or under what circumstances:			
Prescription date:	Order date:	Discontinuation date:	
Diagnosis requiring medication:			
Is it necessary for this medication to be administered during the school day?			Yes No
Expected side effects, if any:			
Time interval for re-evaluation:			
Other medications student is receiving:			
Prescriber's Signature			Date

For only Parent(s)/Guardian(s) of students requiring asthma inhalers and/or epinephrine injectors:

Is the asthma inhaler and/or epinephrine injector required under a qualifying plan pursuant to 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20?

Yes No

Parent(s)/Guardian(s) please attach prescription label (asthma inhaler) and/or written statement (epinephrine injector) here:

For asthma inhalers, attach the prescription label with the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered. 105 ILCS 5/22-30(b)(2)(i).

For an epinephrine injector, attach a written statement from the student's physician, physician assistant, or advanced practice registered nurse containing the name and purpose of the epinephrine, injector; the prescribed dosage; and the time or times at which or the special circumstances that the epinephrine injector should be administered. 105 ILCS 5/22-30(b)(2)(ii)(A)-(C).

For only parents/guardians of students who need to self-administer medication required under a qualifying plan:

I grant permission for my child to self-administer his or her medication required under an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20.

Medication(s) other than asthma inhalers and/or epinephrine injectors (complete section above) required under a qualifying plan that student is permitted to self-administer:

Prescription date:		Order date:		Discontinuation date:	
Diagnosis requiring medication:					
Is it necessary for this medication to be administered during the school day?				Yes	No
Expected side effects, if any:					
Time interval for re-evaluation:					
Other medications student is receiving :					
Prescriber's Signature				Date	

If the medication is an asthma inhaler or epinephrine injector, be also sure to complete the section above and attach the required label and/or written statement as required above.

Please initial to indicate (1) receipt of this information, and (2) authorization for your child to self-administer medication under a qualifying plan.

Parent/Guardian Initials

For only parents/guardians of students who need to carry and use their asthma medication or an epinephrine injector:

I authorize the School District and its employees and agents, to allow my child to self-carry and self-administer his or her asthma medication and/or epinephrine injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine injector. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799, eff. 1-1-19.

Please initial to indicate (1) receipt of this information, and (2) authorization for your child to carry and use his or her asthma medication or epinephrine injector.

Parent/Guardian Initials

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine injectors, opioid antagonists, or asthma medication to my child when there is a good faith belief that my child is having an anaphylactic reaction, opioid overdose, or asthma episode, whether such reactions are known to me or not, and if applicable, undesignated glucagon when authorized by my child's diabetes care plan and if my child's glucagon is not available on-site or has expired. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799; 105 ILCS 145/27, added by P.A. 101-428. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and

I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

Parent/Guardian Printed Name

Address (if different from Student's above):					
Home Phone:		Cell Phone:		Emergency Phone:	

Parent/Guardian Signature

Date

Handbook Verification

I have received and read a copy of the New Holland-Middletown Student/Parent Handbook for the 2022-2023 school year.

Parent Signature

Date

Student Name

Grade