# 2026-2027

# Student/Parent Handbook

**Nettle Creek Community Consolidated School District #24C**
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## WELCOME TO NETTLE CREEK SCHOOL

The Nettle Creek Board of Education and the elementary staff wish to take this opportunity to welcome you to the 2026-2027 school year. This Parent-Student Handbook is designed to provide important information to students and parents/guardians concerning Nettle Creek CCSD #24C, but please note that this handbook is intended to align with the current Nettle Creek Board of Education Policy Manual (which can be found on-line at www.nettlecreek.org). Any discrepancies found between this handbook and the Nettle Creek Board of Education Policy Manual is unintended and shall defer to official Board Policy. This Student Handbook was created to provide general "guidelines for student success".

The provisions of this handbook are not to be considered irrevocable, contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures currently in place and are subject to change through Board Policies and procedures. Appropriate action will be taken by the Administration for any situation or incident not specifically covered in this handbook.

We ask that the parents/guardians sign the attached form. Your signature indicates that you have read the handbook, (and Board Policy as one may deem appropriate), and discussed these guidelines with your student(s). Please return the attached form to your child(ren)'s homeroom teacher.

## SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.

11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## SCHOOL SCHEDULE

**School Days**

| | |
|---|---|
| Student arrival | 8:10 AM |
| Lunch and recess | 11:00 - 11:45 AM |
| Student dismissal | 3:00 PM |

**Early Release Days**

| | |
|---|---|
| Student arrival | 8:10 AM |
| Student dismissal | 11:30 AM |

## STUDENT REGISTRATION INFORMATION

**Student Registration and School Admissions**

All students shall be required to register for each school year on the dates and at the places designated by the Board of Education (Policy Section 7:50).

Students enrolling in the District shall be required to present proof of residence, valid birth certificate (Policy Section 7:50), proof of immunization from disease as required by state law and proof of required physical examination. At least two (2) documents will be needed to verify residency. Examples of documents used to verify proof of residence may include, but are not limited to: valid driver's license, telephone bills, rental agreement, utility bills, or a tax bill for the reported address.

A physical examination shall be made by persons licensed to practice medicine in Illinois or any state who are employed for that purpose by the parents or guardians of the children examined. The physical examination information shall be properly recorded on the Illinois Certificate of Child Health Examination form and presented to the school upon enrollment.

If a person other than the parent/guardian is trying to enroll the student at his/her address, in addition to the above, he/she must sign an Affidavit of Residence, Custody, Control, and Responsibility.

Students enrolling in Kindergarten must be five (5) years of age before September 1st of the year of entry. Any parent or legal guardian requesting an exception to this policy must address the Superintendent/Principal.

A child must be six (6) years of age by September 1st of the year of entry to enter First grade.

**Schedule of Fees**

| | |
|---|---|
| Book Fee: | $85.00 (K-2) |
| Book Fee and Student Planner | $95.00 (3-8) |
| Technology Fee: | $75.00/Student ($150 max./family) |
| Deductible for Lost or Destroyed iPad: | $75.00 |

**Schedule of Fees (continued)**

Milk Fees: 0.50 per carton or $79.50 for the entire year
Lunch Fees: $3.25 per meal with milk. $2.75 per meal with milk if you paid $79.50 for annual milk fee. $2.75 per meal without milk.

**Books**

Textbooks and workbooks are the property of the school district. They must be returned in good condition to the school at the close of the school year, or when a student transfers to another school district. Students will be expected to pay for lost or damaged textbooks at current replacement prices. District 24C participates in, and adheres to all rules, regulations, and guidelines of the Illinois Textbook Program on an equitable basis.

**Waiver of Fees**

As required by Section 4:140 of the Nettle Creek Board Policy Manual and Section 2-3.93 of the Illinois School Code (P.A. 86-195), District 24C may waive fees for students determined to be eligible, and whose parents/guardians may apply for such waiver. Eligible students shall include those who qualify under the Community School Lunch Program (Ill. Rev. Stat. 1987, ch. 122, par. 712.1 et seq.) or other extenuating circumstances and emergency situations. School fees shall include any monetary charge collected by District 24C as a prerequisite to a student's participation in any curricular or extracurricular program of the district. Not included are library fines or charges for the loss, misuse, or destruction of school property, charges for the purchase of yearbooks, pictures, diploma covers, or similar items, charges for optional travel undertaken by a school club

or group of students outside of school hours, and charges for admission to school dances, athletic events, or other social events. Application for waiver of fees may be made at the Office of the Superintendent during regular office hours. Should District 24C deny the waiver application, written notification, including the reason for the decision, shall be mailed to the applicant within 30 calendar days of receipt of the request. Appeals shall be made to the Board of Education, whose decision shall be final. Applicants may meet with the Board to explain why the appeal should be granted. Should the Board deny the appeal, written notification, including the reason for the decision, shall be mailed to the applicant within 30 calendar days of receipt of the request for appeal. District 24C shall not discriminate, as provided by Ill. Rev. Stat. 198 7, Ch. 122, par. 28-19.2(all).

### Child Nutrition Program

The School Lunch Program is governed by the U.S. Department of Agriculture (National School Lunch Program) as described in School Board Policy Section 4:130 (available at www.nettlecreek.org). Income guidelines and accompanying forms relative to the Child Nutrition Program shall be posted and available in the Office of the Superintendent. Nettle Creek CCSD #24C will not discriminate on the basis of race, creed, color, sex or National origin.

## HEALTH EXAMINATIONS AND IMMUNIZATIONS

### Physical Examinations

In compliance with the Illinois State School Law, physical examinations are required of all students entering school for the first time (Kindergarten or First grade) and of all students entering the Sixth grade. Nettle Creek CCSD #24C also requires a dental and vision exam for Kindergarten, and a dental exam for Second and Sixth grade. Immunizations are to be current. Examination forms, to be completed by the family physician and dentist, may be obtained from the school office or the Grundy County Health Department.

### Immunizations: (Minimum Requirements for School Attendance)

DPT (Diphtheria, Pertussis, Tetanus) and DtaP (Diphtheria, Tetanus, and acellular pertussis) - Four (4) or more doses of DPT, with the three (3) doses received no less than four weeks apart and the final or ending dose being a

booster. The booster must have been received no less than 6 months after the last dose and on or after the fourth birthday, but prior to school entrance.

POLIO - the following schedules are all acceptable to the ACIP, AAP, and AAFP. Parents and providers may choose among these options:

1. Two doses of IPV followed by two doses of OPV or
2. Four doses of IPV or
3. Four doses of OPV

MEASLES - (Rubeola or Old Fashioned, Ten Day, Red Measles, Hard Measles)- Measles vaccine should be administered at 12-15 months or older with the second dose to be given at 4-6 years of age.

RUBELLA - (German or Three Day Measles)-Rubella vaccine should be administered at 12-15 months of age or older with the second dose to be given at 4-6 years of age.

MUMPS - Mumps vaccine should be administered at 12-15 months of age or older with the second dose to be given at 4-6 years of age. (PLEASE NOTE: All students must have a second MMR on record before being allowed to enroll in school.)

HIB - (Haemophilus Influenza Type B)-requires vaccination for children 2 months, 4 months, and 6 months and at least 12-15 months of age.

HEPATITIS B - a three dose Hepatitis B vaccination is a requirement for children two years of age or older entering a school program below the Kindergarten level and all children entering the Fifth grade.

VARICELLA - a one dose immunization if there is no natural immunity.

***RECORDS OF ALL IMMUNIZATIONS MUST SHOW MONTH, DAY, AND YEAR ADMINISTERED.***

LEAD SCREENING - is strongly advised but not mandatory.

## SICKNESS

If your child becomes sick or injured at school, the administrator, administrative assistant, or school nurse will administer any required first aid. If the condition warrants, parents will be contacted to come for the child. It is

important that you keep the school office informed of the telephone numbers where you can be reached. Also keep the school office informed of a change in family doctors while school is in session.

**Flu, Fever, Strep Throat, Pink Eye, and Ring Worm**

1. If your children have been vomiting the night before or in the morning before school, please keep them home for at least 24 hours after vomiting ceases.
2. If your children are running a fever of 100.4 degrees F or more, please keep them at home for at least 24 hours after the fever is gone.
3. If your children have strep throat, he/she has to be seen by a doctor and take antibiotics for 24 hours before he/she can return to school.
4. If your children have pink eye (the white of the eye gets pink or red and the eye mats up), he/she needs to see a doctor and to be on antibiotics for 24 hours before he/she can return to school. The same is true of ring worms except the symptoms are a crusty round patch.

**Head Lice**

Nettle Creek CCSD #24C shall take all appropriate and necessary actions relative to the care and control of individual and/or widespread cases of pediculosis (head lice). Such actions shall follow recommendations and procedures established by the Illinois Department of Public Health.

Reported or suspected cases of head lice should be addressed to the school office. The school nurse may be consulted to confirm suspected cases. If a case is confirmed, an informational memo will be sent home with each student, so that parents/guardians may intensify surveillance at home. Confirmed cases will be sent home with written instructions for consulting a physician and/or treatment.

A student may be re-admitted to school immediately after an acceptable treatment has been administered. (Usually a note from a physician, a copy of the prescription, or proof of purchase of an over-the-counter product should be provided.) All persons treated for head lice should be treated a second time within 7 to 10 days following the initial treatment. Students may be re-examined within 7 to 10 days following the initial treatment by the school nurse. A student who is re-examined and is identified as still being infested, will

be sent home and not re-admitted to school until written permission is provided by a physician or school nurse.

## STUDENT MEDICATION

Immediately following is the medication policy for Nettle Creek CCSD #24C. Please become familiar with the procedures for the administration of medication at the school. Parents/Guardians may pick up additional forms in the school office should their child need medication at school. Please be sure the child's physician fills out the necessary forms needed.

### Administration of Medicine to Students

Medication required by a student shall generally not be administered at school by a district employee (per Board Policy Section 7:270). This policy includes even common widely used preparations such as aspirin or Tylenol.

In compliance with Public Act 87-790 of the Illinois School Code, it shall be the policy of Nettle Creek CCSD #24C that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. Under no circumstances shall teachers or other non-administrative personnel be required to administer medication to students. As used in the Act, "medication" is not limited to prescription medications, but includes over-the-counter medications as well. If absolutely necessary, Nettle Creek CCSD #24C shall adhere to the following guidelines for self-administration of medication by students:

### Prescription Medication:

1. The student shall present a note/instructions from the prescribing physician.
2. The student shall present a note of consent from parent or guardian with instructions stating dosage, frequency, and duration of treatment.
3. Medication will be stored and will be under the control of the office.

### Non-Prescription Medication

1. The student shall present a note of consent from parent or guardian with instructions stating dosage, frequency, and duration of treatment.

2. The parent or guardian must provide the non-prescription medicine to the school.

3. Medication will be stored and will be under the control of the office.

This policy shall not prohibit any school employee from providing emergency assistance to students or restrict them from agreeing to administer medication.

## EMERGENCY CONTACT INFORMATION

### Change of Address/Telephone Number

Please inform the office if there are any changes to your address or telephone number. This information may be critical in an emergency situation.

### Emergency Cards

It is vitally important that an Emergency Card for each student is completely filled out and kept on file in the main office. Telephone numbers of your home (cell phones), place of employment, relatives, and neighbors are required. The Emergency Cards need to be kept up-to-date for the safety of your child(ren). If there are any changes during the school year, please notify the school office or your child's homeroom teacher immediately.

## HOME/SCHOOL COMMUNICATION

### Parents/Guardians and the School

We are all well aware that providing the best education for our students can only be done through the cooperation of parents/guardians and the school and their working together to ensure that each child's experience is a good one. We at the school encourage each parent/guardian to take an active role in his/her child's education. Parents/Guardians are encouraged to volunteer at school when time allows and school staff express a need. Parents/Guardians are also encouraged to take the time to talk about school with their children and to check homework and special assignments. Parents/Guardians should also feel free to contact their child's teacher regarding that child's progress or problems which may arise.

Parents/Guardians are asked not to drop in unannounced at the school to see their child or their child's teacher during class time. Please call the school

to set up an appointment or send a note asking the teacher to call to make an appointment. When visiting the school, always check in at the office upon arrival. For the safety of our students Parents/Guardians are not to go to their child's room without permission from the Superintendent/Principal or office personnel.

**Drop-off Window System**

We have a drop-off window system. Parents/Guardians must check-in at the window when entering the building. Any items dropped off should be left at the window with the student name and grade.

**Visitors**

Parents/Guardians are always welcome to visit the school facilities. The school is for your child, and we appreciate your visits. We request that you call for an appointment to be assured that the person who you wish to see is available. We ask that you do not bring pre-school children with you on your classroom visitations. All visitors, including volunteers must sign-in in the school office at Nettle Creek and obtain a visitor badge.

## STUDENT RESPONSIBILITIES

As citizens of the United States, students are guaranteed certain individual rights; the cost of these "rights" comes in the form of individual responsibilities. Parents/Guardians, teachers, and administrators all have responsibilities too; one of these duties is to protect the individual rights of our students, while maintaining an educational atmosphere that is conducive to teaching and learning. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. In short, a student's responsibility here at school (and truly anywhere) is to act or "behave appropriately". The following guidelines are a few specific expectations at District 24C.

1. To become informed of and adhere to reasonable rules and regulations established by your local Board of Education and implemented by the school administrator and teachers.
2. To respect property, the rights and individuality of other students, school administrators and teachers.

3. To refrain from libel, slanderous remarks and obscenity (whether it is verbal, written, a drawing, and/or a gesture). Any form of bullying will not be tolerated (physical, verbal, and/or cyber).

4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety. See Dress and Grooming below.

5. To be punctual and present in the regular or assigned school program.

6. To refrain from gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process.

7. To maintain the best possible level of academic achievement.

8. To refrain from cheating, acts of deceptive behavior, or fraud in regards to completing homework assignments or during the taking of classroom exams.

9. To respect the reasonable exercise of authority by school administration and teachers in maintaining discipline in the school and at school-sponsored activities.

10. Students are expected to make every effort to complete assigned work, tests and quizzes as designated by the classroom teacher. Failure to follow school board policies in regards to this work may result in disciplinary measures by the administration and/or board of education.

**Dress and Grooming**

The student's individual appearance is mainly the responsibility of the student and his/her parents; however, students will dress and groom themselves in an appropriate manner as defined in Board Policy Section 7:160. At all times students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Clothing must be appropriate for the learning environment. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, hoods, bulky coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. Holes in pants should not show skin above midthigh. Tops must cover a student's front, back, and sides. They may not be low cut to show skin in any of these areas. There should not be bare skin showing between tops and bottoms. "Spaghetti" straps are not to be worn.
- The length of shorts or skirts must be appropriate for the school environment. Shorts and skirts should be approximately mid-thigh.
- Appropriate footwear must be worn at all times. Proper footwear should fit the student and stay on the foot during normal activity. Gym shoes are not to be worn outside at any time. When students go outside for gym class, they should wear another pair of appropriate athletic shoes. Footwear must not have ornamentation (e.g., steel toed boots) that will damage furniture or floors or create a safety hazard to the student or others.

Teachers and staff are responsible for enforcing the dress code policy. If there is any doubt about dress and appearance, the building administration will make the final decision. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Health and safety standards will be maintained at all times for the protection of the student. Clothing and All students must maintain a state of general cleanliness.

Students wearing inappropriate clothing will be sent to the office, and requested to change to appropriate clothing, have clothing brought to them, or be sent home to change before being allowed to attend class.

**Personal Hygiene**

Personal cleanliness is expected of every student (for clothing and the individual). The Superintendent/Principal and school nurse are responsible for

notifying the student and parents/guardians of problems concerning the cleanliness of students.

## PARENT/GUARDIAN RESPONSIBILITIES

1. Assume responsibility for their child's prompt and regular attendance at school.
2. Notify the school when your child is absent.
3. Recognize that, in matters relating to discipline and conduct of the school, the teacher stands "in loco parentis" (in the place of a rational parent or guardian) to the child.
4. Take an interest in all aspects of your child's education.
5. Be in contact with the school and student concerning grades, behavior, and academic progress.
6. Safeguard the physical and mental health of their child and be responsible for periodic health examinations as required by law.
7. Attend individual and group conferences and special school programs, whenever possible.
8. Plan the time and place for homework assignments, and provide necessary supervision.
9. Communicate and cooperate with the school in fulfilling recommendations made, and in carrying out disciplinary actions taken in the best interest of their child.
10. Please follow the "Chain of Command" at our school. If there is ever a concern regarding a teacher, please contact the teacher first, then the principal, and finally the board of education (if necessary).

## LEGAL RIGHTS OF PARENTS/GUARDIANS

Nettle Creek Board Policy 6:110, 6:120, 6:130, 6:140, 6:145, 6:160, 6:170, 6:180, 6:190, 7:10, and 7:15 describe Student and Family Privacy Rights and the legal rights of parents and the district's responsibility to provide a free and appropriate education for all students that legally attend Nettle Creek School.

The following is a brief listing of the legal rights of parents/guardians whose children are attending a public school in the State of Illinois:

1. To receive a free, appropriate, public school education for your child, special education programs and services are offered for: Visual impaired, Hearing impaired, Physical or Health impaired, Learning Disabilities, Speech and/or Language impaired, Educationally handicapped, Behavior disorders, Mentally impaired, and Multiply impaired.
2. To request various diagnostic evaluations free of charge:
    a. Through the district: psychological, speech and language, perceptual, reading, academic, vision and hearing screenings.
    b. Through our Special Education Cooperative: early childhood, occupational therapy and physical therapy.
3. To object to any diagnostic evaluations by anyone other than the classroom teacher.
4. To actively participate in all multi-disciplinary staff conferences involving your child and to receive a copy of all records resulting from such conferences.
5. To be involved in your child's educational programming.
6. To request that your recommendations be included on the multi-disciplinary staff conference record form.
7. To object to any or all multi-disciplinary staff conference recommendations.
8. To wait ten school days before placement occurs after agreeing with the recommended placement in order to think over the decision, unless it is determined that placement is needed immediately.
9. To request an impartial due process hearing when there are differences between you and the local school district which cannot be resolved through the procedures regularly utilized by the district.
10. To remove your child from a special education program and/or service at any time. This request must be in writing and signed by the parents or guardians.

11. To be granted access to all official records pertaining to your child. To know that your child's records will not be released to anyone other than school or educational officials without your informed, written consent. To be provided an opportunity to review, challenge or rebut the information contained in these records.

12. To receive, upon request, a copy of the Rules and Regulations To Govern the Administration and Operation of Special Education.

13. To know that your child in special education will not be suspended or expelled for behavior or a condition which is, or results from, his or her handicapping disability (an exceptional characteristic as defined in the Illinois Revised Statutes). Suspension or expulsion is warranted due to the physical danger to the student himself, other students, faculty, or school property caused by the child's presence. However, if your child has been suspended the local school district will be responsible for developing and providing an appropriate educational program during the period preceding renewed special education placement.

14. To have your child participate in the annual screening of children between the ages of three and five in order to identify those who may need special education.

15. To have your child participate in hearing and vision screenings at regular intervals during the child's school career.

16. To have your child receive a speech and language screening upon initial enrollment in a school district.

17. To have your child receive special educational services in your home or in a hospital because of a physical or health impairment.

Also, a booklet, entitled: *The Educational Rights of Handicapped Children: A Parent's Guide,* found at (https://www.isbe.net/Documents/Parent-Guide-Special-Ed.pdf) was developed to assist local education agencies in advising parents or guardians of the rights of exceptional children. A copy may be obtained by contacting the Illinois State Board of Education, Department of Specialized Educational Services, 100 North First Street, Springfield, Illinois 62777.

## STUDENT ATTENDANCE AND ABSENCES

### Attendance

State of Illinois Law requires all children between the age of 6 and 17 to attend school on a regular basis. The school district relies upon parents or guardians to have the child at school regularly and punctually, except in cases of illness, disability, or death in the family. A record of all work missed by a student will be maintained by the homeroom teacher. Students are responsible for all work assignments and/or tests missed while absent.

### Absences

State Law (and Board Policy Section 7:70) requires that all students be regular and punctual in attendance. Under state law, if an absence exceeds 300 minutes (5 hours) of the school day, the student is recorded absent for a full day. If a student is in attendance 150 minutes (2 ½ hours), it would be recorded as a half day absent. An excused absence is one where the student is absent due to illness, a doctor's appointment, funeral, family emergency or other necessary prearranged absence. Students absent, excused or unexcused, six days in a trimester are chronically absent. According to the Illinois State Board of Education, A student is "chronically absent" if they missed 10% or more of the school year regardless of excuse. Students will be allowed a day for each day absent to make up any work that is missed and will be given credit for all work that is made up.

***Policy.*** As defined by Illinois Law (and Board Policy Section 7:70) the district Superintendent shall manage an absenteeism and truancy program. According to 105 ILCS 5/ School Code, Section 26-2a, "A 'truant' is defined as a child who is subject to compulsory school attendance and who is absent without valid cause, as defined under this Section, from such attendance for more than 1% but less than 5% of the past 180 school days." Students will be expected to complete assignments missed during their absence. If an unexcused absence, credit may be given by the teacher for work missed. Assignments may be modified via teacher discretion.

***Excusing your child.*** When it is necessary for your child to be absent, the parent or guardian is requested to call the school, 815-942-0511, in the morning by 9:00 a.m. explaining the absence. Current Illinois Law requires us to call you within two hours of the start of school if a child is absent without the cause being known to the school district.

If a student is absent two or more days in succession, we would appreciate a call from the parent or guardian each day, unless we are informed of an extended illness. Upon returning to school from a contagious disease or communicable illness, the child must have a note from a physician before returning to school.

Absences for family vacations or trips during school time are discouraged. However, should the need arise, such trips will be treated as any other absence. Please notify the school in advance of the trip. Students will be expected to make up all work upon returning to school and will be allowed make-up time equivalent to the time the student was absent.

**Student Tardies**

Under normal circumstances, any student who arrives later than 8:15 a.m. at Nettle Creek will be considered tardy. Any student with excessive tardies in a trimester may be required to serve a 20-minute lunch detention.

**Attendance Associated with Extra-Curricular Activities**

Students must be in attendance in order to participate in extra-curricular activities scheduled for that day. If arriving in the afternoon, students must arrive by Noon. If missing the afternoon, students must be in attendance until 11:00 am. Minimally, 3 hours of attendance is required on the day a student participates in extra-curricular activities.

**Students Leaving School During the School Day**

During the school day, no student will be allowed to leave the school building or grounds, for any reason, without proper authorization from parents or guardians. Should a student need to leave, the parent/guardian must check in and wait in the foyer. Office personnel will go to the classroom for the child. In the event that the student should be picked up by someone other than the parent or authorized person, the parent must notify the school in advance and the second party must sign the student out. Only students whose parents have given proper notification to the school office will be dismissed during the school day.

In case of accident or illness, parents will be notified and arrangements for the child to be picked up from school will be made. Under no circumstances will unauthorized persons be permitted to take the student from school. Authorized persons will be those listed on the student's emergency form or those

persons who are designated by the parent to the school by some form of direct communication.

## ACCIDENTS

Students are responsible for reporting all injuries or illness to their teachers or supervisors. In the event of a serious injury or illness, staff members will

a) Provide immediate emergency care and administer required first aid

b) Contact the office

c) The office will notify the child's parents or other authorized person designated by the parents, and

d) If warranted, get the child to the hospital via ambulance.

## GRADES AND GRADE REPORTING

The school is on a trimester 12-week grading period schedule. Grade reports will be available to parents at the end of each twelve week period. At the end of the first six weeks of each grading period, progress reports will be sent to parents to indicate any possible grade problems.

Grades will be assigned according to the following scale:

A = Superior (90.0% to 100%)

B = Above Average (80.0% to 89%)

C = Average (70.0% to 79%)

D = Below Average (60.0% to 69%)

F = Failure (Less than 59%)

Kindergarten will be assessed as:

I = Improving

S = Satisfactory

N = Needs Improvement

The grade for each grading period may contain either "+" or " -" marks to indicate the relationship of the grade to the extreme ends of each grade's percentage scale.

## STUDENT RECORD INFORMATION

Students and/or parents/guardians may obtain transcript information by contacting the Nettle Creek CCSD #24C office. Nettle Creek CCSD #24C adheres to the guidelines relating to the confidentiality of student information, provided by Board Policy Section 7:340 and Public Law 93-380. Two types of records concerning students are maintained at Nettle Creek School:

1. The Student Permanent Record includes the minimum personal information necessary to a school in the education of a student. Such information includes the student's name, birth date, address, accident and health reports, grades, attendance, and graduation date.
2. The Student Temporary File includes all information not required to be in the student permanent record. Such information may include family background, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student. All are subject to regulations of the State Board of Education. Nettle Creek Elementary will implement the following procedures concerning the student records, based upon the Illinois School Student Record Act of 1975.

### Rights of Parents/Guardians (Student Records)

1. Parents/Guardians have the right to inspect and copy the educational records of their children to ensure that these records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students.
2. Parents/Guardians may request the correction or deletion of any such data which they consider to be inaccurate, misleading, or otherwise inappropriate.
3. The specific dated written request of parents/guardians is required prior to the release of information regarding students.

### Release of Records

Nettle Creek CCSD #24C will not release to any third party the educational records of the students without written permission of their parents/guardians other than for the following exceptions:

1. School officials and teachers.
2. Officials of other schools after a student has transferred.
3. State or federal officials for audit purposes or for reporting information required by the state statute.
4. Financial Aid officials in connection with a student's application for aid.
5. Educational agencies approved by the State Superintendent of Education for developing, validating, and administering predictive tests, if such information will not permit identification of individual students.
6. Accreditation organizations, in order to carry out their function.
7. Appropriate persons who, in case of emergency, need information to protect the health or safety of students.
8. In response to court orders.

## HONOR ROLL/GPA/NJHS/TEACHEREASE

Students in the fifth grade through eighth grade shall be eligible for Honor Roll recognition each grading period, providing they meet the following grade point requirements:

Straight A = Grade point average of 4.0

A Honors: = Grade point average of 3.51 to 3.9

B Honors: = Grade point average of 3.00 to 3.50

With the exception of Music/Technology/P.E., all grades earned by a student during a specific grading period will be used to determine Honor Roll Recognition (see the following example).

**GPA**

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

GPA is calculated by adding up the total number of points and dividing by the total number of subject areas.

EXAMPLE (subjects listed under "CURRICULUM"):

A-B-C-A-B-C-A=4+3+2+4+3+2+4= 22 pts

22/7 = 3.14 GPA

**National Junior Honor Society**

Seventh and eighth grade students will be considered as possible candidates for induction into the National Junior Honor Society if their grades for trimester 1 and 2 in all courses are a B or better. Candidates will also be considered on the basis of citizenship, service, leadership, and character.

**TeacherEase/Common Goal (Internet-Based Grading and Communication System)**

In an effort to improve student performance Nettle Creek CCSD #24C will be using an Internet-Based system to communicate with parents and keep students and parents/guardians up to date. It will allow parents/guardians to login and view student scores on assignments etc. It will also allow teachers to e-mail parents/guardians when they have events in class, good effort, missing assignments, or any other necessary correspondence. Parents/Guardians and students may also e-mail teachers through this system. Our hope is that improved communication with parents/guardians will result in greater academic achievement for students. Students have and can check on their progress at any time too.

## CURRICULUM

**Subject Areas**

The Curriculum at Nettle Creek School complies with Illinois law, Illinois State Board of Education guidelines, and Board of Education Policy Sections 6:60 and 6:120. In general, the subject areas are as follows: Math, ELA, Science,

Social Studies, Physical Education, Technology, and Music. In addition, the Nettle Creek Board of Education prohibits discrimination and promotes equal educational opportunities per Board Policy 7:10.

**Physical Education (PE)**

Each child in Kindergarten through 8th grade is required to participate in PE class three days a week, unless excused for some legitimate reason. Students in Kindergarten through fifth grade are scheduled once a week for music and technology classes. Students in grades 6-8 may elect to schedule a technology and/or music class. Students who opt out of technology and/or music will have PE in their place.

Parents/Guardians may request that their child be excused from PE for no more than 1 day. After that time, a Doctor's note is needed for the student to be excused from PE. The grade of any student who does not participate in PE for any reason other than illness or injury will be affected.

**Promotion/Retention**

The criteria for each grade level will be reviewed and determined annually by the faculty, Administration, and Board of Education. A list of exit skill expectations have been developed and will be used as necessary in aiding the determination of a child's achievement for a given grade level. Students who have an Individualized Education Program (IEP), students who have already been retained, or students who have been determined to have other special needs and do not have an IEP may be exempt from the use of the exit skills in determining placement for the following year.

If a child is seriously being considered for retention by school personnel, the parents/guardians will be contacted and invited to a Parent-Teacher Conference to discuss the situation. Parents/Guardians wishes and recommendations will be considered, but school personnel reserve the right to make the final decision.

<u>Kindergarten</u>

Students who demonstrate a low mastery of skills and/or concepts and who in the professional opinion of the Kindergarten teacher will not be successful in first grade, may be retained for one school year providing:

1. Meetings have been held with the student's parents or guardians to discuss the child's progress or lack of progress.
2. The parents or guardians agree to retention,
3. If the parents or guardians do not agree, a letter (signed by the parent or guardian) indicating their desire to have the child promoted to first grade against the recommendation of the teacher is placed in the student's folder.

Grades 1 thru 8

Students failing in one or more of the following subjects: Reading, Math, English, and/or Phonics at the conclusion of the school year will be retained upon the recommendation of the classroom teacher. A conference with the student's parents/guardians must be held to discuss the retention. However, parent/guardian agreement is not necessary. According to the School Code, the Superintendent/Principal makes the final decision. Eighth grade students will need to successfully pass The Constitution of the United States and The Constitution of the State of Illinois exams in order to be promoted.

**Homework**

The philosophy of Nettle Creek CCSD #24C is to increase student learning through guided and individual practice that challenges each and every student to reach his or her fullest potential. The purpose of "homework" is to practice, reinforce, and enrich concepts, skills, and strategies that aid student learning. Teachers monitor homework and classwork daily to determine student understanding of these concepts, skills, and strategies.

Parents, Students, and Teachers play an important role in learning at home.

Teacher Responsibilities are as follows:

- Design homework to aid student learning;
- Design homework to be completed by the child with minimal assistance from others;
- Communicate to the student the purpose, directions, and expectations for homework;

- Use student work to guide lesson planning and the need for remediation and/or review.
- Provide timely and appropriate feedback to students and parents on an individual basis, as deemed necessary by the teacher.

Student Responsibilities are as follows:

- Have a system for recording homework on a daily basis (planner);
- Have a clear understanding of the homework assignments before leaving school (ask questions as needed);
- Have the books and materials necessary to complete the assigned homework;
- Allocate an appropriate place and time daily for the completion of homework;
- Turn in homework assignments when due.

Parent Responsibilities are as follows:

- Provide an appropriate time and place for students to complete homework daily;
- Provide your child with patient and appropriate support along with the basic materials needed to successfully complete their homework assignments;
- The expectation for homework to be completed and turned in when due;
- To encourage critical thinking, promote accountability, and monitor student effort while showing patient and appropriate support (please do not do the homework for your children).

Administrator Responsibilities:

Additionally, the Administrator at Nettle Creek will support Students, Parents, and Teachers as follows:

- Assist in the dissemination and implementation of the homework guidelines to all teachers, parents, and students.
- Help to explain, clarify and interpret all parts of the guidelines, and to assist in the mediation of disputes regarding homework practices.

- Monitor and provide support for all stakeholders throughout the school year.

Amount/Frequency – homework will vary based on:

- Grade level
- Classroom objectives learned
- The individual need(s) of each student

Again, the purpose is to practice, reinforce, and enrich concepts, skills, and strategies that aid student learning.

Nettle Creek follows *General Guidelines for the Amount of Time Spent Per Evening on Homework* that are similar to those promoted by the **National PTA**. They are as follows:

Grade K: 10 minutes of homework per night

Grade 1: 20 minutes of homework per night

Grade 2: 30 minutes of homework per night

Grade 3: 30 minutes of homework per night

Grade 4: 40 minutes of homework per night

Grade 5: 50 minutes of homework per night

Grade 6-8: 60 minutes of homework per night

***Students should spend roughly 10 minutes per night per grade level.***

**Good Study Habits**

"Parents Make the Difference" is not just a cliché; it is a fact backed by research. Students need parent help and guidance to develop good study habits. Below you will find suggested ways to assist your child to develop study skills necessary for academic success at Nettle Creek School and beyond:

1. Establish an environment that it is conducive to studying (learning):
    a. Choose a quiet place in your home for your child to use daily.
    b. Maintain a consistent study place throughout the year.
    c. The study area should be well lit and free from distractions.

d. Establish a consistent study time (that takes precedence over less important activities, including video games, TV, and phone/tablet usage).

e. Providing a consistent study time and place daily will yield student academic success, which will build student self-esteem.

2. Physical readiness:

   a. Have your child's eyes examined.

   b. Good nutrition, rest and varied recreation are valuable assets to a student's intellectual growth.

   c. A sudden change in your child's study habits or grades may indicate a physical problem and you should consult your physician.

3. Help motivate your child:

   a. Set up home study periods of reasonable length, allowing more time for difficult subjects or projects.

   b. Provide necessary books. Study materials should be well organized and close at hand.

4. Vary types of study activities:

   a. Recite, Visualize, Write

   b. Silent reading, Memorization.

5. Encourage your child:

   a. To begin tasks when they are assigned

   b. Avoid last minute cramming for exams and last minute class preparation.

   c. Work together when necessary.

   d. Be Patient With Your Child. Give him/her time to grasp new ideas. Don't Get Angry. Remember you are older and more knowledgeable than your child. Be a helper, not a disciplinarian.

   e. Praise your child for his/her success.

   f. Reflect a positive attitude toward learning.

g. Request a conference with the teacher when there are areas of concern.

h. Show concern by keeping abreast of your child's progress.

**Academic and Behavior Eligibility for Participation in Extra-Curricular Activities**

Eligibility and participation in Extracurricular Activities is subject to academic and behavioral requirements defined in the Athletic Handbook (p. 2) and Board Policies 6:190 and 7:240.

To be eligible for interscholastic competition and/or Co-curricular activities, a student must be doing passing work in all subjects. Passing work is defined as work receiving a "D" or above in each subject. If a child is failing any subject, he/she is ineligible (Extra-Curricular Handbook, p. 2).

Student athletes receiving an In-School Suspension (ISS) or Out-of-School Suspension will not be allowed to participate in practice or competition on the day of the suspension.

Students misbehaving at school-sponsored activities may be asked to leave the school facility. Continued violations of the rules may result in denial of attending activities both home and away that are sponsored by the school.

**Specialized Programs of Instruction and/or Information Sharing Annual Notification**

Documents required under the AHERA law are complete and on file at their respective buildings. Learning Assessment Plans (instruments and procedures) and School Improvement Plans as required by the Illinois State Board of Education, are on file at the Nettle Creek facility. Nettle Creek School District 24C is in compliance with the Family and Medical Leave Act, the School Visitation Rights Act, and cooperates with local law enforcement agencies. Forms and information are posted and available in the office.

## STUDENT DISCIPLINE AND CONDUCT

**General Building Conduct**

The staff at Nettle Creek School has implemented a proactive systems approach. The goal of this school-wide, proactive systems approach will create and maintain a safe and effective learning environment for the students by

teaching students expected behaviors and social skills through positive reinforcement. The staff at Nettle Creek School feels the expectations that will be taught and reinforced will give our students the necessary skills to become proactive responsible citizens.

**Student Expectations**

The following school-wide student expectations will be taught and reinforced throughout the school year:

***Be Respectful***

***Be Responsible***

***Be Ready***

Classroom

- Follow Directions the First Time Given
- Stay on Task
- Be Prepared
- Keep Hands, Feet, and Other Objects to Yourself
- Use Kind Words and Actions
- Keep Our School Clean

Playground

- Follow Directions the First Time Given
- Use Kind Words and Actions
- Keep your hands to yourself
- Use Equipment Appropriately
- Return Equipment to the Proper Place
- Line Up Appropriately

Lunch Room

- Follow Directions the First Time Given
- When the Whistle Blows, Stop and Listen
- Use Good Manners

- Keep Our Lunch Room Clean
- Respect Personal Space
- Inside Voices
- Walk to the garbage, do not throw objects
- Line Up Appropriately
- Walk at All Times
- Use The Stairs To Enter And Leave The Lunchroom

Hallway

- Stay to the Right
- Greet People with a Silent Wave
- Keep Hands, Feet, and Other Objects to Yourself
- Respect Personal Space
- Walk at All Times
- Keep Our School Clean

Restroom

- Keep Our School Clean
- Respect School Property
- Quiet Voices
- Wash Hands
- Respect the Privacy of Others

Arrival/Dismissal

- Report Directly to Bus
- Sit in Assigned Areas
- Quiet Voices
- Walk at All Times

Assembly/Guest Speaker

- Keep Hands, Feet, and Other Objects to Yourself
- Give the Presentation Your Undivided Attention
- Cheer Appropriately
- Follow Directions the First Time Given
- Use Aisles to Enter and Exit
- Comments should be Meaningful and Appropriate to Topic

**Consequences**

In the event a student is not responding to the positive reinforcement system, Nettle Creek School has established a set of "natural" student consequences. The ultimate "GOAL" of our student discipline program is to avoid behavior that is disruptive to student learning and social emotional growth. Student consequences may include but are not limited to warnings, parent phone call, loss of privileges (i.e., field trips, walking during graduation), lunch detentions, after school detentions, parent conferences, in-school suspensions, and out-of-school suspensions. All student consequences will be monitored through an office referral system. Parents of junior high students will receive a copy of the office referral sheet from your child's teacher, when a student has been referred to the office. The purpose of these referral sheets is to provide a communication trail between home and school. Therefore a copy of the referral sheet needs to be signed and returned to the child's teacher by the next day.

**Prohibited Items**

According to Board Policies 4:170 and 7:190 the possession, use, and/or distribution of the following items of property is prohibited at all times on all school property and for all school events, including without limitation, in school buildings, on school property, on school buses, for all school sponsored or school sanctioned activities (such as field trips, athletic trips, and extra-curricular trips), and at all times during the day, evenings, or on weekends (including before, during, and after school hours):

- Pornographic material
- Alcohol, drugs, inhalants, drug paraphernalia, or look-alike drugs
- Fireworks or explosives

- Knives, guns, or other weapons, and look-alikes
- Tobacco and related products
- Property obtained by theft
- Unauthorized items or material depicting and/or advocating violence, hate, or destruction

**Student Discipline Code**

This uniform discipline code has been established and will be enforced uniformly for all students in the Nettle Creek CCSD #24C according to Board Policy (Section 7:190). Classroom level of discipline will be determined by the teacher. If a child is referred to the office or the level of misconduct warrants administrator intervention, then the administrator will determine the level of discipline based on the level of misconduct and other factors (see below).

Listed in this handbook are the offenses which are prohibited and the disciplinary actions and procedures which may be used in dealing with those offenses. As students advance in age and maturity, they will assume greater responsibility for their actions. In each case, staff members shall recognize the differences in age and maturity and shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student. Mitigating circumstances include, but are not limited to, the following factors:

- age, health, maturity, and academic placement of student
- prior conduct
- attitude of student
- cooperation of parents
- willingness to make restitution
- seriousness of offense
- predetermined handicap

This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, and general practices, procedures, rules, and regulations (or code of conduct). Therefore, the following list of offenses is not intended to be all inclusive, but rather exemplifies that type of conduct which is prohibited.

In addition, each grade level will have some individual policies that are unique. Disciplinary responses may include, but are not limited to, the actions described in this handbook.

**Discipline of Students with a Disability**

In general, students with disabilities will be held accountable according to Board Policy Section 7:230. In general students with disabilities will be subject to the same expectations for appropriate conduct as non-disabled students. Students with disabilities have the right to receive the educational benefits provided by the school's discipline code and policies. For students receiving special education services, the Individual Education Program conference will determine if the disability will prevent the student from comprehending and appreciating the requirements of the student discipline code or impact upon the ability to conform to the requirements for acceptable conduct.

In situations where serious behavior problems arise which require the use of restrictive behavioral interventions, the interventions will be implemented in accordance with the IEP of the student. Restrictive behavioral interventions for serious behavioral problems not anticipated by the IEP may be used in emergency situations.

**Boundaries of Enforcement of Student Discipline Code**

The Student Discipline Code shall be enforced on all school property, on the school bus, and at all extra-curricular activities. Additionally, in order to allow students to traverse to and from school property in a safe and orderly fashion, the Discipline Code shall apply to prohibited conduct occurring on property within 1,000 feet of school ground or prohibited conduct that is plainly visible to a person situated on school grounds, even if the conduct occurs off school property.

**Bus Discipline Policy**

The District's Transportation Policy (including eligibility for Transportation Services) can be found under Section 4:110 in the Board Policy Manual (www.nettlecreek.org or through the Superintendent/Principal's office). Below you will find general guidelines to ensure student safety and success.

School bus riders, while on a school bus, are under the jurisdiction of the school bus driver and any other adult designated by the Nettle Creek CCSD

#24C Board of Education to supervise students riding the bus. Student Conduct on the school bus is subject to Board Policy Section 7:220.

Parents/Guardians and students must understand that the bus driver is in full charge of the discipline of students and operation of the bus. A driver's relationship with students should be the same as that of a teacher. Students must obey the driver carefully and promptly. The right of all students to ride on the bus is conditioned on their continued good behavior and observance of the rules and regulations. The bus driver must devote their full attention to driving the school bus and therefore should not be distracted by the improper conduct of students riding on the bus. Safety demands complete cooperation. Should any student persist in violating any of the rules and regulations, it shall be the duty of the driver to notify the administration. Appropriate disciplinary action will be taken for violation of bus regulations, which may include removal from the bus for a period of time.

**Bus Pick-up**

Bus transportation is provided under the State Transportation Program for students and in accordance with the School Code of Illinois. Bus drivers will only stop at scheduled pick-up and drop-off points. They will not wait for students who are not ready to board the bus at the time of its arrival. When it becomes necessary to keep a student after school for disciplinary reasons or to make up work, parents/guardians will be notified in advance so that they can make plans for picking up their child from school. Parents/Guardians planning on picking up their children after school must arrive prior to the bus's departure. If they are not present, the students will be sent home on the bus, unless there is a written note from the parent/guardian stating who will pick up the child from school. Please note: Students will not be released to the parking lot until all buses have pulled out.

<u>RULES OF STUDENT CONDUCT ON BUSES</u>

1. The driver is in charge of the bus and students. Students must obey the driver.
2. Students must not get onto the bus or off the bus while it is moving.
3. Students must not crowd to get on or off the bus.
4. No moving about in the bus while it is moving.
5. No fussing or scuffling for seats.

6. Students must be on time.
7. No sticking head or arms out the windows and no yelling at people along the roadside.
8. Students must refrain from unnecessary conversation with the driver.
9. Students are to sit facing the front of the bus and are not to put their feet in the aisle or on the seats.
10. Unloading - when students must cross the road to be picked up, the driver, after looking for approaching cars, will beckon them to cross. Wait for the proper signal and then cross promptly.
11. Unloading - at discharge points where it is necessary for the student to cross the highway, the student should stand on the shoulder of the highway until the bus driver motions him or her to cross.
12. No profanity or vulgar behavior.
13. No "over-friendliness" between students.
14. No use of tobacco in any form.
15. Students must not throw waste paper, gum or rubbish anywhere in the bus.
16. No drinks on the bus at any time. No food, candy, and/or gum may be consumed on the bus without permission. Water bottles being transported to or from school must be closed before boarding the bus.
17. Students should report any damage to the bus to the driver.
18. Students are not to use the emergency door except in emergency situations.
19. Bus drivers are authorized to assign seats to one and all students.
20. Students may not change buses or change their place of unloading from the bus without written permission from their parents/guardians and permission granted by the school office.
21. Students bullying/hazing and any type of threats that would warrant loss of bus privileges or possible further disciplinary action.

**Searches**

According to Board Policy Section 7:140, in an effort to maintain order and security in the school, the Superintendent/Principal, his/her designee, and other appropriate school authorities may inspect and search lockers and other places and areas such as desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant.

Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

If a search conducted in accordance with this paragraph produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities and disciplinary action may be taken.

School authorities may also turn over such evidence to law enforcement authorities.

**Searches of the Person**

The Superintendent/Principal and his/her designee may search the pockets of outerwear clothing and any object in the possession of the student such as a purse, satchel, backpack, or briefcase, if circumstances exist which cause a reasonable person to believe that such a search will lead to the discovery of one or more of the prohibited items named above. The Superintendent/Principal or his/her designee shall not require a student to remove any article of clothing and shall not "pat down" the body of any student, except under circumstances which create a probable cause that the student has hidden or concealed in the student's clothing, on the student's body, or in any object possessed by the student, any of the prohibited items named above. If it becomes necessary the appropriate law enforcement agency would be called in to conduct the search.

**Notice of Search**

The student's parent shall be notified if any search leads to discovery of any prohibited items. The notice to the parent/guardian shall be made by letter through the U.S. mail or by personal delivery.

**Cooperation with Police and Prosecutors**

Representatives of the school district will in good faith and with due diligence report to and cooperate with the police or other persons responsible for investigating and prosecuting persons suspected of violating criminal law.

**Custody of Prohibited Items**

Representatives of the School District will turn over to appropriate law enforcement officials any of the above named prohibited items when discovered on or in the possession of the student, when such turn over is requested by the law enforcement officials. Except when turned over to appropriate law enforcement officials, any prohibited item named above, when discovered, shall remain in the possession of the School District in sealed envelopes or similar sealed packages until such items are no longer needed for any disciplinary or legal proceedings.

**Alcohol and Drugs**

Use of alcohol or unprescribed drugs will not be tolerated. The use or possession of alcoholic or unprescribed drugs by students at school, on school property, or at a school function or activity will result in immediate suspension (and may be subject to a recommendation for expulsion). When a substance is determined to be an illicit or "look alike" drug, the identity of the student shall be given to the proper authorities for prosecution. Any student who is found to be using, trafficking in, or in possession of alcohol or unprescribed drugs (including "look-alikes") may be suspended from school for up to ten days, with a recommendation to the School Board of expulsion (for up to two years), according to Board Policy Section 7:190. All prescription drugs, medicine, stimulants must be turned into the office for dispensing. A letter from the parent must accompany the medicine stating the dosage and duration the student is to be taking the prescription. The letter will be kept on file in the office.

**Pop/Soda**

State law "prohibits a public school from selling, offering for sale, or otherwise offering or providing soft drinks to pupils at school at any time, with

exceptions." Soft drinks do not include milk, water, a juice drink that is no less than 50% fruit juice, and electrolyte replacement beverages that do not contain more than 42 grams of added sweetener per 20 ounce serving. The School Wellness policy is on file in the administration office if anyone wishes to request a copy.

**Gross Disobedience and Misconduct**

Gross Disobedience and/or Misconduct will be dealt with seriously according to Board Policy. Each incident of gross disobedience and/or misconduct will be dealt with individually. Gross disobedience and/or misconduct is defined to include the following student behaviors and/or actions:

1. Behavior which is injurious to persons or property, or which directly threatens injury to person or property.
2. Behavior which substantially and materially disrupts the educational process or discipline in the school.
3. Repeated minor incidences of misbehavior as described in the discipline code for which other disciplinary measures have failed to deter.
4. Gross disrespect which includes insubordination, intimidating or attempting to intimidate school personnel or another student, fighting with or assaulting school personnel or students, and verbal abuse or use of profanity or obscenity to school personnel or other students.
5. Smoking and/or possession of smoking materials on school buses, in school buildings, or on school grounds.
6. A student is found to be using, possessing or distributing alcohol or unprescribed drugs.
7. Repeatedly failing to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, or other authorized personnel during any period of time when he/she is properly under the authority of school personnel.
8. Repeated truancies and/or unexcused absences which are detrimental to the welfare of the student and disruptive of the educational process.

9. Repeated tardiness which substantially disrupts the educational process.

10. Students found in the school building or upon its property (school property includes all properties owned and maintained by the Board of Education, District 24C) for any purpose other than as related to school activities shall be considered trespassers, and a violation of criminal law, which will be referred to the proper law enforcement authorities.

**Prevention and Response to Bullying**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals (Board Policy 7:180). Students may submit an anonymous report to school officials concerning bullying, violent, or threatening behavior. If this is an emergency, please call 911.

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

1. During any school-sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or

orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program. Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

Cyber-bullying is also prohibited according to Board Policy (7:180). Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

**Bullying Prevention and Response Plan**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. Students may submit an anonymous report to school officials concerning bullying, violent, or threatening behavior. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint

Manager or any staff member. Anonymous reports are also accepted. Complaint Manager:

Mr. Merle Siefken

8820 N. Scott School Road

Morris, IL

merle.siefken@nettlecreek.org

815-942-0511

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

   b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

   c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

   d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

9. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

    a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.

    b. 2:265, Title IX Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.

    c. 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.

d. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.

e. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.

f. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.

g. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

h. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.

i. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

j. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

**Teen Dating Violence is Prohibited**

Teen Dating Violence is Prohibited. Students engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a

student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:

    a. 2:260, Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.

    b. 2:265, Title IX Grievance Procedure. This policy prohibits a District employee, agent, or student from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.

    c. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).

    d. 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:

    a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established

procedures for the prevention, identification, investigation, and response to bullying and school violence.

b. The Complaint Manager identified in policy 7:20, Harassment of Students Prohibited.

3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.

4. Incorporates education for school staff, as recommended by an administrator and/or a Complaint Manager.

5. Notifies students and parents/guardians of this policy.

**Sexual Harassment**:

Sexual harassment is prohibited. Sexual harassment is defined as:

1. Unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature, that denies or limits the provision of educational assistance, benefits, or services; or that makes such conduct a condition of a student's academic status; or

2. Unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature by anyone, including students, that has the effect of: (a) interfering with a student's educational environment; (b) creating an intimidating or offensive educational environment; (c) depriving a student of educational assistance, benefits, or services; (d) making submission to or rejection of unwelcome sexual conduct the basis for academic decisions affecting a student. Students who believe they are victims of sexual harassment are encouraged to discuss the matter with their Superintendent/Principal. There are no express time limits for initiating complaints and grievances; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved persons should file a written complaint with the Superintendent/Principal. The Superintendent/Principal shall, within 10 days,

submit to the President of the Board of Education a written report which shall include:

1. The date of receipt of the complaint, and identification of the complainant.
2. Identification of the party or parties involved and the actions complained of, including all relevant background facts and circumstances.
3. A statement detailing the scope of the investigation that had been undertaken, and the result thereof.
4. A statement of corrective measures pursued, the date such measures were undertaken and the results achieved.
5. Where possible, a written statement signed by the complainant detailing the conduct complained of.

Erin's Law, or Illinois Public Act 097-1147, requires public schools to provide child sexual abuse prevention education for children in pre-kindergarten through twelfth grades.

**Due Process Procedures**

Due process procedures will occur for all infractions.

**Suspensions**

The district staff will follow Board Policies 7:200 and 7:210 associated with Suspensions and Expulsions. The following procedures will be observed:

1. The suspending school official will give the student an informal hearing to notify the student of the charges and the disciplinary action being considered.
2. The student will have the opportunity to present an explanation regarding the charges and evidence with the suspending school official.
3. The suspending school official will make a decision and then inform the student if the suspension is to be imposed.

Students whose presence possess a continuing danger to persons or property or an on-going threat of disrupting the academic process may be

immediately removed from the school. In such cases, the requirements or notice and hearing set forth in the above paragraph will be followed as soon as possible.

Any such suspension will be reported immediately to the parents or guardians of such a pupil including the date and time of the hearing, a full statement of reasons for such suspension and a notice of the parent's right to review. A copy of this notice will be given to the parents or guardians at the time the student is suspended.

A request for a review hearing will be submitted in writing within ten (10) school days after the receipt of the suspension notice. The review hearing will take place within ten (10) school days of the receipt of the request or on a date mutually acceptable to all parties involved.

**Expulsions**

In the event that gross disobedience or misconduct leads to expulsion, district staff will follow Board Policies 7:200 and 7:210. In the event that an expulsion is recommended a student will be excluded from school prior to expulsion procedures as outlined below (not to exceed ten (10) school days).

1. The Board of Education may expel students for gross disobedience or misconduct for up to two (2) years; such expulsion will take place only after a review hearing by the Board of Education or the Board has taken action upon findings submitted by a hearing officer appointed by the Board.
2. The student and the parent(s) or guardian(s) of the student will be notified by certified mail of the following:
    a. A letter should be sent at least ten (10) days prior to the date of the hearing, or at least three (3) days prior to the date of the hearing if a copy of the letter is personally delivered to the parent or guardian. This letter will include a statement of the charges against the student, specifying, if possible, the time, date, and place of the incident(s). The letter will also state the time, place and date of the hearing as well as include a copy of the review hearing procedures as set forth below. The letter will advise the right of the parent/guardian to bring an attorney to the hearing.

b. The hearing will be held at a time and date mutually convenient to the parties involved.

**Expulsion Hearing Procedures**

The expulsion hearing will be held in Executive Session (closed to the public) at the request of the parent(s) or guardian(s) or the Superintendent/Principal. The student will be afforded the following:

1. The right to be represented by counsel (at the expense of the student or parents).
2. The right to present evidence and call witnesses.
3. The right to cross-examine the opposing witnesses.

A written decision will be issued to the student and the parent(s) or guardian(s) within ten (10) school days after a review hearing conducted by the Board of Education. It will contain a statement of facts and the basis for the decision.

If the Board of Education finds in a hearing on the suspension or expulsion of a student that the action was unjustified or unreasonable, the following procedure will be followed:

1. The student's record will be expunged of all notations or remarks in regard to the suspension or expulsion.
2. The student's absence(s) will be recorded as "excused."
3. All educational opportunities and services missed by the student will be afforded. Tutoring will be provided for the number of days suspended, if requested or deemed necessary.

A student may not be expelled for behavior which is or results from a disability. However, a student may be suspended or expelled for behavior which is or results from a handicap if as a result from this behavior, the child is a direct physical danger to himself, other students, faculty, or school property. If evidence is presented during an expulsion or suspension proceeding which indicates that the student's behavior is symptomatic of, or results from a handicap, the student will be referred for special education evaluation pursuant to the Rules and Regulations to Govern the Administration and Operation of Special Education.

The academic penalty assessed for suspension should be commensurate with the length of the suspension and the academic work missed.

**Corporal Punishment**

The Board of Education fully recognizes the need to maintain student control and discipline; however, the use of corporal punishment by an employee of the school district shall not be permitted (Board Policy 5:230). An employee, however, may use reasonable force against a student when it is essential to protect either the person or property of any employee, student, or the Board of Education.

**Definition of Disciplinary Terms**

**Assault** – conduct which causes another person to be placed in fear of his or her own personal safety.

**Battery** – the unlawful beating or use of force upon a person without his or her consent.

**Behavior Contract** – a written agreement between the student and the teacher specifically defining acceptable or expected behaviors and the consequences which will be applied in the event of misbehavior.

**Bullying** – verbal, physical, cyber, social or emotional harassment that occurs over a period of time.

**Cell Phone** – cell phones are to be turned off during school hours unless: (A) authorized by school personnel, (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of student, staff, or other individuals.

**Cheating** – any attempt to get a grade on a test or assignment by means other than authorized by a teacher. Students who allow others to copy their work or assist any student to cheat shall be guilty of cheating. Students guilty of cheating shall receive a zero for that assignment or test and disciplinary action. Teachers will determine the extent of artificial intelligence used for assignments.

**Classroom Management Plan** – a pre-planned set of rules designed by the teacher to provide an atmosphere conducive to teaching.

**Computer Misuse** – accessing, reading, altering, copying, damaging, erasing or printing another student's or teacher's files or system configuration. Creating, using or saving files that contain crude, vulgar or offensive art/language or

making reference to inappropriate material, illegal substances, or inappropriate/illegal practices.

**Detention** – keeping a student for a specified amount of time. Students will serve the detention that day or by the end of the next school day. Transportation arrangements are the responsibility of the student and parents.

**Drug Paraphernalia** – refers to all equipment, products, and materials of any kind which are particular to or marketed for use in introducing a substance into the human body. Cannabis or a controlled substance in violation of the Cannabis Control Act of the Illinois Controlled Substance Act.

**Electronic Device Misuse** – using any electronic paging device or using a cellular telephone, personal digital assistants (PDA'S) or any other electronic device in any manner that disrupts the educational environment or violates the rights of others, including but not limited to, using the device to text message, take photographs, cheat, signal others, or otherwise violate the student discipline code rules.

**Expulsion** – removal of a student from school for a period in excess of 10 consecutive school days, but not to exceed two (2) school years.

**Extortion** – obtaining money, objects, or information from another by coercion or intimidation.

**Forgery** – altering information with the intent to deceive. This includes the use of forged materials and any form of pass abuse and the making of deceptive phone calls to impersonate or misrepresent identity.

**Gambling** – participation in games of chance or skill for money or profit.

**Gang** – three or more persons engaging or conspiring to engage in (i) any activity constituting a violation of this discipline code or (ii) any activity constituting a violation of the Criminal Code of the State of Illinois. Gang membership or gang member shall be any person who voluntarily associates himself or herself with three or more persons in a gang related activity. Gang related activity shall be any action by any gang member constituting (i) a violation of the discipline code or (ii) a violation of the Criminal Code of the State of Illinois. Gang violence is defined as one or more members of the gang committing assault, battery, or intimidation.

**Guns/Explosives** – includes all guns, firearms, ammunition, explosives, and any other related device described or referred to in federal laws 18 U.S.C.A.921 through 930.

**Hazing** – engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct.

**Inappropriate Dress** – (Board Policy 7:160) student apparel and/or grooming is inappropriate for the education setting. See page 15, Dressing and Grooming, in this Handbook.

**Inhalants** – chemical products that are misused to create certain physical effects. According to Board Policy 7:190 these are considered illegal drugs.

**In-School-Suspension** – the student remains in school and will be given full credit for all assignments completed. All privileges are suspended; classes are not attended, assignments will be completed in an alternative setting. The action is recorded in the student's temporary folder. In-school suspension shall not exceed 5 days for each offense.

**Internet Misuse** – the failure of any user to follow the terms of the Authorization for Internet Access. Each student and his or her parents/guardians must sign the Authorization before being granted unsupervised access.

**Intimidation** – engaging in behavior which attempts to control the actions of another by fear. Such prohibited behavior includes the use of threats (both spoken and implied), coercion, or force.

**Loitering** – standing idly about or loafing in classrooms, in other parts of the school building, or on school grounds when asked to refrain from such action.

**"Look-Alike" or "Counterfeit" Drugs** – including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

**Out-Of-School-Suspension** – removal of a student from school not to exceed 10 consecutive school days during which a student's work may be requested and completed but will not count for credit.

**Parent** – the term parent when used in this discipline code shall include the legal guardian for the student if in fact the guardian has lawful custody of the student.

**Plagiarism** – plagiarism occurs when a student submits another person's work as his or her own, downloads a work from the internet without documentation, copies verbatim without using quotation marks and citations, or paraphrases another's work without including citations.

**Sexual Harassment** – means any unwelcome sexual advances or request for sexual favors or any conduct of a sexual nature that has a purpose or effect of (i) substantially interfering with a student's liberty or (ii) creating intimidating, hostile, or offensive educational environment.

**Theft** – taking or attempting to take possession, or assisting others to take possession of property belonging to another without consent.

**Threats** – verbal, physical or written threat or action taken that would cause one to believe there would be immediate or forthcoming harm to the person/school.

**Truancy** – unauthorized absence from school, class(es), study hall, homeroom, or other school functions.

**Verbal Abuse** – name calling, profanity, obscenity, or other derogatory statements or gestures.

**Weapons** – includes all items described as weapons in the Illinois School Code (Cite the Code).

## BUILDING EMERGENCY PROCEDURES

### Emergency Procedures

The CrisisGo application, available on staff phones, will be used for disaster drills or an actual disaster. During emergency procedures, students shall listen to the teacher for instructions and remain quiet. Always walk. Do not run. Do not panic. Students have emergency drills throughout the school year. Teachers have a Crisis Management Plan with detailed instructions for tornado, fire, and lockdown procedures.

During an emergency procedure, it is important for people to shelter themselves. Parents/guardians will be notified and updated via text alert. We ask parents not to call the school: Excessive calls jam the telephone lines and

reduce communication with emergency services and may put others in jeopardy. Do Not Come To School For Your Child: unless you receive a call to do so. This causes congestion. Not only on the road, but at the school, and could possibly endanger your lives and the lives of your children.

Instructions for disaster drill and fire drill are posted in each room. These instructions tell the closest exit and disaster safe areas.

## ELECTRONIC DEVICES

Cell phones are to be turned off and kept in teacher designated areas during school hours, including field trips.

Students may not record or transmit any image without express consent. Recording is a violation of the discipline code and student rights. No images of the school or school property may be transmitted without authorization of the superintendent/principal. Using a cellular telephone, video recording device, other electronic device (e.g., smart watch) 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. Unless otherwise banned under this policy or by the building superintendent/principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

## FIELD TRIPS

A field trip is a faculty supervised trip with a group of students off the school premises. The Board of Education intends these field trips to augment the basic curriculum being taught.

The trip should demonstrate and directly relate to the course of study. The Board of Education expects the trips to be conducted according to the rules and regulations of the district without becoming excessively frequent. The faculty member planning the trip should prepare the class for the trip, conduct it with the course of study in mind, and follow-up with reinforcing instruction in the classroom.

Written permission must be given by the parents/guardians before any child is allowed to go on a field trip. If written permission is not received by the day of the trip, the child will not be allowed to go on the trip. Teachers may select parent/guardian chaperones and are to orient them of expectations with regards to discipline and duties.

Because the full attention of parent chaperones is required, no younger siblings will be allowed to attend with chaperoning parents. Also, because being a chaperone includes helping to monitor student behavior on the school bus, all chaperones are required to ride the bus to and from the field trip site.

FIELD TRIP CONDUCT

1. The same rules as those for a bus route must be observed.
2. Teachers and chaperones are to supervise the students to enable the driver to drive the bus safely.
3. At least one adult will supervise students.
4. Absolutely no smoking or chewing tobacco by students, teachers, or chaperones will be allowed on the bus.
5. All students are to be picked up and unloaded on school property only.
6. Teachers are to go over the rules with students before boarding the bus, including evacuation.
7. Teachers should check with the bus driver a few days before the trip relative to destination, time for pick up, and number going.

## GENDER EQUITY

Nettle Creek CCSD #24C shall, in accordance with Illinois Law, Section 200.40(e), review and/or modify any policy or practice that does not meet the requirements set forth by the amended rules for Sex Equity and take remedial steps to eliminate the effects of any discrimination resulting from such policy or practice. Said review shall be conducted by the Superintendent/Principal. Any resulting modification of policy or practice shall be submitted to the Board of Education for their approval. Grievances may be submitted in writing to the Board of Education who will render a written decision within ten (10) days.

Further appeals may be made to the Regional Superintendent and then the State Superintendent of Education.

## LOCKERS

School Lockers are the property of the school district and as a result the district has the right to search student lockers (Board Policy 7:140). Lockers will be furnished in grades 3-8. Lockers should be kept clean and neat. Locker doors are to be kept closed during class session. Report all locker problems to the office promptly. Students should not bring large sums of money or valuable items to school and place them in their locker. In the case of missing items, these items are the responsibility of the student and not the school. Locks will not be permitted.

## LOST AND FOUND

When you lose something, it belongs to you -- when you find something, it does not. Anything you find should be given to the school office.

## SELLING ITEMS

Students are not to sell anything at school unless it involves school approved projects. The sale of personal items will not be permitted.

## SCHOOL CLOSING AND ANNOUNCEMENTS

A message will be sent out to all Nettle Creek families and staff using text alerts.

## STUDENT INSURANCE

Each student in the district is covered by accident insurance for incidents which occur at school or at school functions or activities. This policy is strictly a supplemental policy which is designed to help take care of the deductible portion of regular health insurance. Additional accident and extra coverage can be purchased by the parent/guardian at an additional cost. Students must

report all accidents or injuries to their teacher or the school office immediately upon their occurrence. Should a student be seriously injured at school or at a school function, parents/guardians will be notified. Parents/Guardians should always obtain an insurance claim form from the school office prior to taking the student to a doctor or hospital. If the parent/guardian should decide to take the student to the doctor after school hours or on a day when school is not in session, the parent/guardian should notify the school as soon as possible and an Accident Report form completed. The office staff will then begin an insurance claim. After the doctor visit, parents should contact the school office for insurance claim information. Do not charge a medical visit to Nettle Creek CCSD #24C.

## SUGGESTIONS, COMPLAINTS AND/OR GRIEVANCES

Suggestions, complaints and/or grievances from persons other than employees and/or students of Nettle Creek CCSD #24C shall first be brought to the attention of the classroom teacher, if the suggestion, complaint and/or grievance pertains to that person. Contact of staff members should be during school hours only, unless in the case of an absolute emergency.

If the suggestion, complaint and/or grievance does not directly concern a staff member, or if not properly resolved in a meeting with the staff member, it shall then be brought to the attention of the Superintendent/Principal.

Appointments should be made with the appropriate staff member in advance to expedite any concerns or suggestions.

## SEX OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police's website. The Illinois State Police website contains the following:

Illinois Sex Offender Registry,
https://www.illinois.gov/services/service.sex-offenders.html

## TELEPHONE USAGE

The telephone in the school is for the use of conducting school business. Parents/guardians are urged not to call their children during school hours unless it is an emergency. Students will not be permitted to use the phone unless in an emergency where the parent or guardian must be notified. The school office phone will be used in such circumstances. Cell phones may not be used.

## UNIFORM GRIEVANCE PROCEDURE

A student, parent/guardian, employee, or community member should notify the District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act.
2. Title IX of the Education Amendments of 1972.
3. Section 504 of the Rehabilitation Act of 1973.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972).
7. Bullying, 105 ILCS 5/27-23.7.
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children.
9. Curriculum, instructional materials, and/or programs.
10. Victims' Economic Security and Safety Act, 820 ILCS 180.
11. Illinois Equal Pay Act of 2003, 820 ILCS 112.
12. Provision of services to homeless students.
13. Illinois Whistleblower Act, 740 ILCS 174/.

14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager, as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

**Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with the District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

**Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to

fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

**Decision and Appeal**

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

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

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

**Appointing Nondiscrimination Coordinator and Complaint Managers**

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two (2) Complaint Managers, one of each gender. The District's

Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

**Nondiscrimination Coordinator**: Merle Siefken

8820 N. Scott School Road

Morris, IL 60450

815-942-0511

**Complaint Managers:**

Sarah Martin

8820 N. Scott School Road

Morris, IL 60450

815-942-0511

Michael Gorham

8820 N. Scott School Road

Morris, IL 60450

815-942-0511

**WELLNESS POLICY**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program and school activities. This policy shall be interpreted consistently with section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

**Goals for Physical Activity**

The goals for addressing physical activity include the following:

- Nettle Creek School will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages

healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, Curriculum Content.

- During the school week, all students will engage in a physical education course for a minimum of three days, unless otherwise exempted. See Board policy 6:60, Curriculum Content.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

**Nutrition Guidelines for Foods Available in Schools During the School Day**

Any food brought in during the day for student consumption, must adhere to specific guidelines. Items may not be brought into the classroom that are not on the approved list and that are not pre-packaged.

This policy covers food that is brought into the classroom to be shared with other students – not, for example, an item that is brought for an individual student lunch brought from home.

## CLASSROOM PARTIES

Classroom parties are held near certain holidays such as Halloween, Christmas, and Valentine's Day. We ask that Halloween costumes not reflect violent themes. Students may not bring in guns/weapons or look-alike guns/weapons as part of the costume.

# Appendices

**Nettle Creek Community Consolidated School**
**District #24C**
**8820 N. Scott School Rd**
**Morris, IL 60450**
**(815) 942-0511**

# RULES AND REGULATIONS
# ADMINISTRATION OF MEDICATION TO STUDENTS
## Board Policy 7.270

*I have received a copy (below) of the Nettle Creek Community Consolidated School District #24C Board Policy 7.270 "Rules and Regulations Implementing Board Policy 7.270 Administration of Medication to Students."*

Parent/Guardian Signature _____ Date _____

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

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

The office staff will provide a complete copy of Board Policy 7:270 to the parents/guardians of students who will have medication stored at the school.

**Nettle Creek Community Consolidated School**
**District #24C**
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**Morris, IL 60450**
**(815) 942-0511**

# Computer and Internet Acceptable Use Agreement

Internet access is available to students and teachers in the schools of Nettle Creek Community Consolidated School District #24C. (Subsequently identified as "the district".) We are very pleased to bring this access to our schools and believe the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence in district schools by facilitating resource sharing, innovation, and communication.

The internet is an electronic highway connecting thousands of computers worldwide and millions of individual users. Students and staff have access to:

1. Limited electronic mail communications with people all over the world.
2. Information and news from government sources, research institutions, and other sources.
3. Public domain software and shareware of all types.
4. Selected discussion groups on a wide range of topics.
5. Many public and private libraries, the Library of Congress, and the Educational Resources Information Clearinghouse (ERIC).

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. The district believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the Learning Outcomes of the district.

Life is a series of choices and consequences. The district has chosen to make internet resources available to students in the belief that they will have access to far more information than if they had to rely solely on their school's library resources. If a student chooses to use these resources for finding information that will be of assistance in learning, the result will be continued access to the internet. If a student chooses to access resources that are objectionable, adult-oriented, or restricted, the consequence will be suspension or termination of access privileges. The signature at the end of this document will indicate each party who signed has read the terms and conditions and understands their significance.

## Computer and Internet Terms and Conditions

1. **Acceptable Use**. The original purpose of the Internet was, and largely still is, to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of school computers must support education and research that is consistent with the Learning Outcomes of this district. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.

2. **Network Etiquette**. Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

    A. Be polite. Do not get abusive in your messages to others.

    B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.

    C. Do not reveal personal addresses, phone numbers, or passwords of students, teachers, administrators or other staff of this district, including your own.

    D. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

    E. Do not use the network in such a way that you would disrupt the use of the network by other users.

    F. All communications and information accessible via the network should be assumed to be private property (i.e. copyrighted).

    G. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Therefore, any messages should not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry or hate.

    H. Student subscriptions to electronic mailing lists are not allowed on school district accounts.

    I. From time to time, system administrators will make determinations on whether specific uses of the network are consistent with the school district's acceptable use policy.

3. **Accuracy of Information**. Use of any information obtained via the Internet is at your own risk. Nettle Creek School District #24C specifically denies any responsibility for the accuracy or quality of information obtained through District accounts. Information (including text, graphics, video, etc.) from Internet sources used in student papers and reports should be cited the same as references to printed materials.

4. **Security**. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher or principal. Do not demonstrate the problem to other users. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users on the network. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Downloading of information onto the school district's computer hard drives is prohibited; all downloads must be stored on Google Drive or a flash drive. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to district computers.

5. **Vandalism**. Vandalism will result in cancellation of privileges as well as other sanctions cited in the Student Handbook. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data or another user, Internet, or any of the other networks that are connected. This includes, but is not limited to the uploading or creation of computer viruses. Students may be held financially responsible for damages.

6. **Inappropriate Use**. Nettle Creek CCSD #24C teachers and administration will deem what is inappropriate use, and their decision is subject only to confirmation by the Board of Education. The administration, faculty, and staff of Nettle Creek CCSD #24C may request the suspension or termination of computer use of any user who violates these acceptable use practices.

# Computer and Internet Acceptable Use Agreement

**STUDENT**

I understand and will abide by the above Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be instituted.

_____ _____

Student Name (Please Print) Homeroom

_____ _____

Student Signature Date

**PARENT or GUARDIAN**

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Nettle Creek School District #24C to restrict access to all controversial material, and will not hold the District (or any of its personnel) responsible for materials acquired on the network. Further, I accept responsibility for supervision if any when my child's use of download material is not in a school setting. I hereby give my permission to allow Internet access for my child.

_____

Parent or Guardian Name (Please Print)

_____ _____

Parent or Guardian Signature Date

**Nettle Creek Community Consolidated School**
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**(815) 942-0511**

**Parental Consent Form For**
**Emergency Treatment**

I, _____ parent/ (legal guardian) of _____,

Have enrolled my child in Nettle Creek School and hereby authorize Dr. _____, my child's physician, or any physician in his or her group practice, on my behalf to administer emergency medical assistance to my child during school or a school-sponsored activity. In the event my child's physician or any physician in his or her group practice is not available, or contact with my child's physician is not practical under the circumstances, I hereby authorize Nettle Creek CCSD #24C, its employees and agents to provide emergency medical assistance or to arrange for and consent to on my behalf immediate medical treatment by a licensed or certified physician or other medical personnel for my child whenever the authorized school personnel believe such emergency medical assistance is necessary to protect the health, safety, and welfare of my child. I further waive any claims against Nettle Creek CCSD #24C, the members of the Board of Education, its employees and agents arising out of the provision of or arrangement for emergency medical assistance to my child and agree to hold harmless and indemnify Nettle Creek CCSD #24C, the members of the Board of Education, its employees and agents, either jointly or severally, from and against any and all liability, claims demands, damages, or causes of action or injuries, costs, and expenses, including attorney's fees, resulting from or arising out of the provision of or arrangement for emergency medical treatment.

Parent/Guardian Signature _____ Date _____

Physician's Name _____ Office Phone No. _____

Office Address/City _____

## NETTLE CREEK COMMUNITY CONSOLIDATED SCHOOL DISTRICT 324C

## PESTICIDE APPLICATION REGISTRY NOTICE

Dear Parent, Guardian, or Staff Member:

Nettle Creek CCSD #24C practices Integrated Pest Management, a program that combines preventive techniques, nonchemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest problem. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides.

This school district is establishing a registry of people who wish to be notified prior to pesticide applications. To be included in this registry, please complete the following form and submit it to the Nettle Creek School office..

Yours for Better Schools,
Merle Siefken
Superintendent/Principal

……

I would like to be notified two days before the use of pesticides at the school. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will receive notification as soon as practicable.

Please Print

Parent/Guardian/Staff Member's Name _____

Student's Name _____ Grade _____

Address _____

Date _____ Signature _____

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**Student** _____ **School year** _____

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/publications, school social media sites, 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.

_____ **I would like to opt my child out. I understand they will not be in any of the above publications**

**Parent/Guardian**_____

**Parent/Guardian Signature**_____

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 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, social media sites, or school 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 _____

**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, social media sites, or school website. This consent is valid for the entire time my child is enrolled in the District. I may change 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.

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I / We have read and understood the Nettle Creek Student and Parent Handbook and the Nettle Creek Extra Curricular Handbook for the 2026-2027 School Year.

_____ I / We have read the Student/Parent Handbook online.

_____ I / We have read the Extra-Curricular Handbook online.

_____ I / We would like to have a copy of the Student/Parent Handbook sent home to read.

_____ I / We would like to have a copy of the Extra-Curricular Handbook sent home to read.

_____
Parent Signature

_____
Student Signature

_____
Date