



NEW HOLLAND-MIDDLETOWN ESD#88

"Learning Is Our #1 Priority!"

2026-2027 Student Handbook

CHAPTER 1

Introductory Information & General Notices

Here you will find policies that are designed to put parents, students and visitors on notice of the general rules and regulations of the school and district.

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CHAPTER 8 SECTIONS

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CHAPTER 9

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CHAPTER 9 SECTIONS

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General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at nhm88.com or at the Board office, located at:

75 1250th Street
Middletown, IL 62666

The School Board governs the school district, and is elected by the community. Current School Board members are:

John Coers, President
Mary Jo Jansenn, Vice-President
Karen Davison, Secretary
Matt Schreiner, Member
Matt Davison, Member
Jason Melton, Member
Diane Johnson, Member

The School Board has hired the following administrative staff to operate the school:

Candi Shaver, Superintendent/Principal/Athletic Director
Christina Thompson, Lead Teacher

The school is located and may be contacted at:

75 1250th Street
Middletown, IL 62666
(217) 445-2421

School Telephone Numbers

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

Facebook Page: New Holland-Middletown ESD 88 Website: www.nhm88.com

Download our App for your Apple or Android phone

SCHOOL COLORS AND SCHOOL MASCOT

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

SCHOOL HOURS

7:45 a.m. Students may enter the building/supervision begins
8:07 a.m. Classes begin
3:15 p.m. School dismissal for the day

We ask your cooperation in not having your children arrive on the school grounds

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

K-8th grade
POLICIES AND PROCEDURES

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

In grades 5-8, the student begins preparation for the more complex organization of high school. The child's horizons are expanded in preparation for his emerging maturity. The following are the classes your child will be studying: *Language Arts, English, Literature, Spelling, Writing, *Mathematics, *Social Studies, *Science, Health/Physical Education, Computers, Art, Music. *These subjects will be averaged to determine if a student is passing or failing the grade level indicated.

The above is not an exhaustive list of subjects studied, and electives may be offered on a rotation basis.

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

GRADING SCALE 3-8
SCALE K

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

Improvement

GRADING SCALE 1-2

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

GRADING

Excellent
Very Good
Satisfactory
Average
Needs

Unsatisfactory

GRADE POINT AVERAGE

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

A	4.0 points
A-	3.6 points
B+	3.3 points
B	3.0 points
B-	2.6 points
C	2.3 points

C	2.0 points
C-	1.6 points
D+	1.3 points
D	1.0 points
D-	.6 points
F	.0 points

Student Walkers To School

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

BICYCLE RULES

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

PRE-SCHOOL SCREENING

In order to increase your child's success in school, New Holland-Middletown District #88 provides a pre-school screening program for youngsters between the ages of three and five. The screening program can identify children who are "at risk" academically a year or so prior to their kindergarten entrance date and lead to the provision of a pre-educational program to help eliminate many of the problems. The program uses a professional team of teachers, a speech therapist and a special education coordinator to screen the children. The screening program will center on four behaviors: motor, adaptive, language, and personal-social. We will identify the maturity of the child's total functioning – that is, whether or not his/her behavior is up to the level expected of a child of his/her age.

KINDERGARTEN

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

AWARENESS EDUCATION

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

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

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

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

VALUABLES

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

E-Readers, Tablets, etc.

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

CELL PHONES

Cell phones are forbidden to be used in any way on campus by students during the school day, inclusive of the lunch period. The school encourages students to NOT bring phones to school. If brought to school, cell phones are to be turned off and kept in the students' book bag or locker, or placed in the designated area provided by the teacher in the classroom. Students who are found with a cell phone on their person will be considered in violation of the rules and will be punished.

accordingly. Cell phones are not to be used in the locker room or restrooms. Violators will be handled under the discipline code. In addition, if pictures are taken and shown to others the violator could be charged under the laws regarding child pornography.

TOYS

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

CHAPTER 1

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.

CHAPTER 1.40

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke, Vape or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, (c) in violation of an authorized district employee's directive or (d) in violation of posted signage.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

CHAPTER 1.50

Equal Educational Opportunities and Sex Equity

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Candi Shaver – Complaint Manager.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

CHAPTER 1.60

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

CHAPTER 1.70

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire

parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

CHAPTER 1.80

Invitations and Gifts [K-8]

Party invitations or gifts for classmates should not be brought to school to be distributed if possible. Items such as these are of a personal nature and should be mailed home. If invitations are brought to school, they must be distributed to the whole class. No exclusion of students will be allowed.

CHAPTER 1.85

Treats and Snacks [K-8]

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

CHAPTER 1.90

Emergency School Closings

Emergency School Closings

In cases of bad weather and other local emergencies, an “all call” message will be sent out to all staff and students to current numbers on file, and will be posted via school district social media channels. You may also listen to WICS channel 20 television station to be advised of school closings or early dismissals.

Whenever possible, school closings for any reason will be announced by 6:30 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations, and check district social media channels and “all call” messaging for possible early dismissal information. It is imperative that all emergency contact numbers are up to date in the office; this allows for emergency communication to proceed properly, and assures all parties receive the communication.

For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all NH-M sponsored after-school functions are automatically canceled.

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

CHANGE OF ADDRESS/TELEPHONE/EMAIL

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

CHAPTER 1.100

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

CHAPTER 1.110

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

CHAPTER 1.120

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 217-445-2421.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

CHAPTER 1.130

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

CHAPTER 1.140

Suicide and Depression Awareness and Prevention

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

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

CHAPTER 1.160

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CHAPTER 1.170

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

CHAPTER 1.180

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal

- behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student.

Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the

student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

CHAPTER 1.185**Faith's Law Notifications**

Faith's Law Notifications

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office

CHAPTER 1.190**Prevention of Anaphylaxis**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

CHAPTER 1.200**Sexual Abuse Response and Prevention Resource Guide**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

CHAPTER 1.210**Free and Reduced-Price Food Services; Meal Charge Notifications**

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For

more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

For the 2026-2027 School Year, all meals are Free under CEP.

CHAPTER 2.10

Attendance

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

CHAPTER 2.20

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused.

Excused absences include:

1. Illness (including up to 5 days per school year for mental or behavioral health of the student)
2. attendance at a verified medical or therapeutic appointment (including a victim services provider),
3. observance of a religious holiday or event
4. death in the immediate family
5. family emergency

6. situations beyond the control of the student as determined by the school board
7. circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
8. attending a military honors funeral to sound TAPS
9. attend a civic event
10. other reason as approved by the building principal.
11. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.
12. A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. See make up work section 2:40.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at (217) 445-2421 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Any student from a public middle school or high school, subject to guidelines established by ISBE, shall be permitted by a school board one school day-long excused absence per school year for the student to engage in a civic event. The school board may require that the student provide reasonable advance notice and require that the student provide appropriate documentation of participation in the civic event.

"Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. The State Board of Education may adopt rules to further define "civic event".

Unexcused absences are considered as truancy; however, make up assignments will be required. Teachers will have discretion over make up work deadlines and allocated points.

PLANNED ABSENCES AND REQUEST FOR EARLY DISMISSAL

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

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

ABSENCES AND EXTRA-CURRICULAR ACTIVITIES

In the event that a student misses class on the day of an extra-curricular event, he/she may not participate or attend the event, which includes athletic practice sessions, unless the absence is classified as being "excused" (reasons stated above) by the Superintendent/Principal. In order to participate in extra-curricular events and/or practice sessions, a student must be in school a minimum of 2 ½ hours of class time. If a student fails to attend a practice immediately prior to a competition for an unexcused reason for any NH-M sport or activity, he/she will not be allowed to compete in the immediately following event.

TARDINESS

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

CHAPTER 2.30

Release Time for Religious Instruction and Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit

CHAPTER 2.40

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students will be given 2 days for every full day absence and 1 day for each half-day absence to complete make up work. In the case of a longer absence (more than 4 days) the student should make

special arrangements with the teachers for completion of make up work. Pre-announced tests and projects are still due regardless of student absence.

REQUESTING HOMEWORK FOR STUDENT ABSENCES

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

CHAPTER 2.50

Truancy

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

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

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

- Parents will be notified via letter once their child has accrued 10 absences regardless of reason. This letter is intended to be notification.

- Parents will be notified via letter once their child has accrued 15 absences regardless of the reason.
- Parents will be notified via letter once their child has accrued 20 absences regardless of the reason. The Truancy Officer operating through the Regional Office of Education #17, will also be notified at this time.
- Other interventions may be implemented.

CHAPTER 2.60

Grading and Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance. The final decision rests with the classroom teacher and building administrator.

REPORT CARDS & PROGRESS REPORTS

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

ACCELERATED PLACEMENT

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

TITLE I

A Title I academic assistance program is provided for students in kindergarten through eighth grade. Title teachers will communicate information about extra assistance provided to students based on academic testing and needs.

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

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

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

and principal.

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

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

CHAPTER 2.70

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

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

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

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

LEARNING CENTER/LIBRARY

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

CHAPTER 2.80-K8

Exemption From PE Requirement [K8] (Regular Education)

PHYSICAL EDUCATION REQUIREMENTS (Policy 7.260)

Physical Education is a state requirement for all students. For a student to be excused from P.E. They need to have a note from a physician. A note from a parent will be accepted but the child will receive no daily credit for P.E. Valuables should be locked up in your locker when in P.E. or in extra-curricular activities. **Students are required to wear tennis shoes to P. E. to be eligible to participate in scheduled activities. Grades 6-8 students must dress for PE.** In addition, once a student has accumulated three (3) or more “no dress” or “no participations” in class, there will be a classroom consequence and parents will be contacted. In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

CHAPTER 2.90

Credit for Proficiency and Accelerated Placement/Fine Arts

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Accelerated Placement

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

MUSIC – INSTRUMENTAL AND VOCAL

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

CHAPTER 2.100

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
 - b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact the building administrator.

CHAPTER 2.130

Complaints About Curriculum, Instructional Materials, and Programs

Complaints About Curriculum, Instructional Materials, and Programs; Ability to Opt-Out of Certain Course Content and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form.

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

PARENT CONCERNS/COMPLAINTS

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

PARENT TEACHER CONFERENCES

Parent-teacher conferences occur in the fall and spring. Parents are asked to make a specific appointment with the teachers (for K-4 teachers) of each of their children, regardless of the progress of the child. Conferences for teachers of grades 5-8 are on a first come first serve basis. These conference times are very valuable to the overall education program. Some parents are hesitant about participating in conferences, but our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parents are encouraged to conference at any time during the school year. Appointments can be set up with the school secretary. Please allow staff members the appropriate time to respond to a conference/meeting request outside the PT Conference dates.

CHAPTER 3.10

Fees, Fines & Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Registration fees for the 2026-2027 school year have been waived for this school year. Fees are established by the Board of Education on a yearly basis. A tech fee of \$30 will apply for the 2026-2027 school year.

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

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

TEXTBOOKS

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

Policy: Residency and Tuition

Non-Special Education Students

A student's residency for purpose of public school attendance, at New Holland – Middletown

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

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

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

CHAPTER 3.15

Vandalism

Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

CHAPTER 3.20

School Lunch Program

School Lunch Program

Breakfast is served every school day from 7:45 a.m. to 8:05 a.m. Lunch is served every school day from 11:15 a.m. to 12:30 p.m., except when there is a 11:30 a.m. or earlier dismissal.

Due to meeting qualifications, our school and district operates under the Community Eligibility Provision (CEP), and all students eat free of charge for breakfast and lunch. Extra milk may be purchased at an additional charge.

CLOSED LUNCH HOUR

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

- All students will eat at the school with the following exception: Parents personally pick their students up at school at the lunch dismissal time.
- Students are encouraged to eat the Type A lunch provided by the hot lunch program: however, they may bring a sack lunch.
- Milk will be available to purchase with sack lunch or in addition to the lunch meal.

- Tables will be provided in the cafeteria for those students who wish to bring their own lunch or eat the school lunch.
- Students may go to the designated areas after lunch for a recess or break period.
- While in the cafeteria, students are expected to behave as they would at the table at home, to speak without raising their voices, and to observe the rules set up to maintain good order.
- Food may not be taken from the cafeteria to any other area of the building
- All meals comply with State and Federal Type A guidelines

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

SACK LUNCHES

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

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

CHAPTER 4.10

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the

case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have

difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the building administrator.

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

CHAPTER 4.15

Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

parent or guardian to notify the school that the student does not have alternate transportation.

BUS CONDUCT

The following rules will apply to all bus riders:

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

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

Cameras are present on all buses.

CHAPTER 4.15E

Exhibit - School Bus Safety Rules

Exhibit - School Bus Safety Rules

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the

- bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
 12. Never run back to the bus, even if you dropped or forgot something.

Additional resources follow:

National Highway Traffic Safety Administration - **School Bus Safety**
https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html

U.S. Department of Transportation - **School Bus Safety Campaign**
Material www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material

National Safety Council - **Tips for a Safe Ride**
www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus

III. State Police - **School Bus Safety**
<https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf>

III. State Board of Education - **School Bus Safety What Parents Should Know**
www.isbe.net/Documents/bus_safety_parents.pdf

III. State Board of Education - **Instructions To School Bus Riders**
www.isbe.net/Documents/bus_ride_instruct.pdf

[III. State Board of Education – School Bus Safety Guidance](http://www.isbe.net/Documents/Bus-Safety-Guidance-June-2025.pdf)
www.isbe.net/Documents/Bus-Safety-Guidance-June-2025.pdf

CHAPTER 4.20-K8

Parking

The school has several locations available for school visitor parking both east of the entrance and in front of the baseball diamond.

Those dropping off and picking up children may do so in front of the building at the main entrance during the following hours: 7:45-8:05 a.m. for morning drop off and anytime after 3:15 p.m. for afternoon dismissal. At dismissal, cars should line up behind the bus. Students will be dismissed to individual cars in the order of parents or guardians in the pick up line.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

CHAPTER 5.10

Immunization, Health, Eye & Dental Examination/Medical Information

ACCIDENTS AT SCHOOL

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

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

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

CHAPTER 5.20

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

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

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

MEDICATION AT SCHOOL

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

Non-Emergency Administration of Student Medication:

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

STUDENT INSURANCE

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

CHAPTER 5.30-K8

Guidance & Counseling

The school provides a guidance and counseling program for students through our partnership with Tri-County Special Education Association. The school's psychologist and social worker is available to those students who require additional assistance.

Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

CHAPTER 5.40

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be necessarily preceded by a warning to students.

CHAPTER 5.50

Communicable Disease

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

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

CHAPTER 5.60

Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school personnel and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

CHAPTER 5.70

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

CHAPTER 6.10

General Building Conduct

STUDENT CONDUCT

All students should recognize the consequences of their conduct. This refers to their actions

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

POSITIVE REINFORCEMENTS

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

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

Responsibilities of parents are as follows:

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

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

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

Responsibilities of the teacher are as follows:

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

Responsibilities of the administrator are as follows:

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

PROGRESSION OF DISCIPLINE

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

CONSEQUENCES FOR OFFICE-REFERRED BEHAVIORS:

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

CONSEQUENCES FOR FAILURE TO REPORT TO DETENTION

Failure to report to an assigned detention is as follows:

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

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

Students shall not arrive at school before 7:45 a.m. and classes begin at 8:05 a.m. and students are dismissed at 3:15 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

AEROSOL CONTAINERS

All aerosol containers are banned from school property and buses.

FUNDRAISING

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

LOCKERS

A locker is issued to each student in grades 5-8 at the beginning of the school year. Students are

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

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

PASSES

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

CHAPTER 6.20

School Dress Code & Student Appearance

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. 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, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears above the knee and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. This is defined as thumb length when the student stands with hands to their sides.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- 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.

DRESS CODE K-8

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

- Clothing should be non-disruptive and appropriate for the learning environment.
- Shoes shall be worn and be securely fastened to the feet.
- STRAPLESS SANDALS ARE NOT ALLOWED ON THE SCHOOL PLAYGROUND FOR SAFETY REASONS.
- SHORT-shorts and short skirts are NOT to be worn at school. Shorts must be at child's thumb length.
- No caps or other headgear will be worn in the building.
- No halter tops, tube tops or spaghetti strap shirts will be worn. Tank tops must have a shoulder strap at least two inches wide.
- Clothing shall be properly fitting
- Sleeveless undershirts will not be worn.
- No steel toe boots
- Pants/jeans with rips/holes are allowed, however, any holes above the knee require students to have patches or wear leggings underneath.
- No blankets as shawls or coats
- Students are not allowed wear to their hood up on a hoodie while inside the building.
- No see through shirts or undershirts or shirts with plunging necklines (front or back)
- No midriff tops or shirts that expose the midriff when arms are raised.
- No shirts with vulgar, distracting or suggestive language. Clothing with pictures of writing about tobacco alcohol or drugs are not permitted.
- No chains (the type attached to wallets) spiked collars, spiked jewelry or other similar type items. Sagging pants, very baggy pants or pants too big to stay up without a belt are not permitted.
- No visible undergarments
- No tennis shoes with built in skates
- Coats are not to be worn in class.
- Consequences for violating policy: First offense student must correct problem; Second offense-Parent notified and student assigned a detention; Third offense-Parent called and student sent home.

CHAPTER 6.30

Student Behavior

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:
- a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing

a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's

parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)

8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

IN-SCHOOL SUSPENSION (ISS)

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

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

OUT-OF-SCHOOL SUSPENSION (OSS)

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

staff of the school. Students will be suspended for gross disobedience or misconduct.

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

SUSPENSION/EXPULSION GUIDELINES

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

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

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

EXPULSION

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

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

STUDENT STRIKE OR STUDENT DISORDER (Administrative Regulation)

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

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

VANDALISM (Policy 7.170)

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

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

- 4) to take any constructive actions needed to guard against the future student misbehavior.
- 5) to notify police authorities if vandalism occurs as a result of breaking in to or illegally entering a building or in his judgment the vandalism requires law enforcement intervention.

DRUGS, TOBACCO, ALCOHOL (Policy 7.190)

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

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

Procedure for Dealing with Drug Problems (Administrative Regulation)

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

1. If a staff member has reason to believe that a student is ill for any reason, the following procedure should go into effect:
 - a) Administration is to be notified immediately.
 - b) If Administration feels that the illness is drug-related, the principal will, at this time, contact the parents. Following contact with the parents, a decision will be made by the principal, with the advice of a county health department nurses, if available, as to whether the student should remain in school or be taken home by the parents.
 - c) First aid will be administered as necessary and as prescribed by law.
 - d) If a parent cannot be contacted and the illness persists, the nurse and/or principal will contact the family physician and follow his direction. Should it be necessary to hospitalize the student in the opinion of the physician, school personnel will accompany the student to the hospital. If no physician can be contacted, the nurse and/or principal may arrange to hospitalize the student. The principal will be responsible for continuing to contact the parents and physician of the student.
2. The above refers to all in-school cases. Any notification of appropriate law enforcement agencies will be the responsibility of the building principal.
3. School authorities holding tangible evidence of the possession and/or peddling of drugs in school shall follow this procedure:
 - a) The principal will notify the appropriate law enforcement agency.
 - b) The principal will notify the parents.
 - c) Suspension of the student may be initiated by the principal, pursuant to state statutes and district policies.
 - d) In instances of suspected drug use or peddling outside of school, the school personnel should notify appropriate law enforcement agencies of information that has come to their attention.
4. Should a student be arrested or convicted of possession of drugs or trafficking in drugs outside of school, the superintendent may initiate suspension proceedings under state statute, depending on the merits of the particular case.

WEAPONS/EXPLOSIVE DEVICES

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

FREEDOM OF SPEECH

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

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

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

REMOVAL OF DISRUPTIVE STUDENTS FROM THE CLASSROOM

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

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

- 1) The teacher has the authority to remove a student from the classroom at any time a student exhibits gross misbehavior or disobedience which disrupts the classroom learning environment for others, threatens the safety of the student involved or threatens physical harm to other students, the teacher, or other staff members.
- 2) Hopefully, a teacher can persuade a student to voluntarily leave the classroom. If not, the teacher has the authority to physically remove the student from the classroom.
- 3) Teachers should not rely upon other students to accompany disruptive students to the principal's office. Other students could be used to summon the principal at the request of the teacher.
- 4) Once the teacher has arrived at the principal's office with a student removed from the classroom, the following steps should be followed:
 - a) Principal will confer with the teacher in private to learn the reason for removal of the

- pupil from the room.
- b) Principal will confer with the pupil to explain why he/she was removed from the classroom and to listen to the pupil's response to the charges.
 - c) Principal will decide the disciplinary action to be taken. Once this decision is made, the parents may be contacted.
 - d) Principal may attempt to contact the parent(s) by phone to inform them about the child's removal from the classroom by the teacher and the disciplinary action to be taken. A parent conference may be scheduled.
 - e) Formal suspension policies should be followed by the principal in the written notification to parents about a pupil's suspension whether it is in school or external suspension.
- 5) The principal shall be authorized to decide whether or not a student needs to remain out of the classroom for any extended period of time. A student remaining out of a classroom for more than a period of 4 hours shall be considered as having been formally suspended from the classroom.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Weapons Prohibition

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of

the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

CHAPTER 6.40

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy,

parenting status, 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.

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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) 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; (2) 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; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public

humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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 by phone call or in writing.

Nondiscrimination Coordinator and Complaint Manager:

Candi Shaver

75 1250th Street

Middletown, IL 62666

217-445-2421

cshaver@nhm88.com

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.

A student will not be punished for reporting bullying or supplying information, even if the school'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.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.^[4]

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

HAZING/BULLYING PROHIBITED (Policy 7:190 A)

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

include other students, or done for the purpose of adversely affecting a student's educational or social experience in a school setting or activity.

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

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

CHAPTER 6.42

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

CHAPTER 6.45

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity^[1]; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

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

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. 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.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Non-Discrimination Coordinator, Title IX Coordinator, and Complaint Manager:

Candi Shaver, Superintendent
75 1250th Street
Middletown, IL 62666
cshaver@nhm88.com
217-445-2421

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6:50 Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunch room

supervisor.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

CHAPTER 6.60

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

SCHOOL TRIPS

Several opportunities are provided by the district for field trips. A permission slip will be sent home with the student that must be signed by the parent(s)/legal guardian(s) and returned to the school. **NO PHONE OR FAXED PERMISSIONS WILL BE ACCEPTED.** If a student does not return the signed permission slip on time, he/she will remain at the school. The school district will either provide bus transportation, or will notify parents. Staff members will not transport students in personal vehicles. Incentive trips may be offered on a quarterly basis for students who qualify. Criteria for attendance will be shared with both students and parents for each quarter.

CHAPTER 6.70

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

CHAPTER 6.80

Student Use of Electronic Devices

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off² and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (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.

Students are allowed to use electronic devices during non-instructional time, which is defined as before school in district transport and after school following the final bell.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The

student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

CHAPTER 7.10

Acceptable Use of the District's Electronic Networks

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

Terms and Conditions

The term *electronic* networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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

Privileges – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

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

Indemnification – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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

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

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

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as

spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

5. Use of the District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principal shall monitor student Internet access.

CHAPTER 7.20

Guidelines for Student Distribution of Non-School Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
 - d. Is reasonably viewed as promoting illegal drug use;
 - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
 - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

CHAPTER 7.27

Access to Non-School Sponsored Publications

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Encourages or incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

CHAPTER 7.40

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Cross Reference: PRESS 7:345-AP, E2, *Student Data Privacy; Notice to Parents About Educational Technology Vendors*

CHAPTER 7.50

Use of Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

CHAPTER 8.10

Search and Seizure

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

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

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or

dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

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

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

LOCKERS (Policy 7.140)

School properties may be inspected by school authorities in the interest of maintenance, health, and safety.

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

LAW ENFORCEMENT AND OFFICIALS

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

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

Questioning of Students Suspected of Committing Criminal Activity: Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian

and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

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

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

CHAPTER 9.10

Extracurricular and Athletic Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade. In each of the CO-OP extra-curricular activities, the hosting school of the CO-OP will provide students and parents with individual activity codes of conduct.

ATHLETICS/ACTIVITIES

Students in fifth through eighth grades may choose to participate in athletics. Boys Baseball, Boys Basketball, Girls Basketball, Girls Softball, Girls Volleyball, Cheerleading, Wrestling, Bowling, Cross Country, Track and Field, and Trap Shooting are co-oped with area schools. NH-M has its own Speech team as well as Beta/Mustang Club.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an

- advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
 3. Proof the student is covered by medical insurance.
 4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
 5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
 6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

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

BAND AND CHORUS

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

MUSTANG/BETA CLUB

Mustang/Beta Club is open to any students in sixth, seventh, and eighth grades who have a 3.3 grade point average with no D's or F's. Eligibility for Mustang/Beta Club is dependent upon the grade point average the previous year, and positive behavior component (students cannot earn

two or more discipline referrals, earning a detention or greater consequences, per semester to remain eligible). If a student's grades fall below 3.3 grade point average per semester, they will be dropped from Mustang/Beta Club and will not be eligible to rejoin until the following year. Fundraising contributions thus far will remain in the Mustang/Beta Club Fund.

EIGHTH GRADE TRIP

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

SCHOLASTIC BOWL

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

Illinois Elementary School Association

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

IESA RULES

3.020 Scholastic Standing

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

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

3.0221 Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday.

3.0222 The eligibility check shall be the same day each week except when school is not in session; then it must be taken on the last day of student attendance that week.

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

3.050 AGE QUALIFICATIONS

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

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

ATHLETICS

Students in fifth through eighth grades may choose to participate in athletics. Boys Baseball, Boys Basketball, Girls Basketball, Girls Volleyball, Cheerleading, (Eighth Grade only) are offered through sports CO-OP with Carroll Catholic School in Lincoln or Chester East Lincoln. Girls Softball and Wrestling is offered through a CO-OP with Lincoln Junior High School. NH-M has its own Speech, Scholastic Bowl and Boys/Girls Track & Field Team.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain passing grades. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer.

ELIGIBILITY

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

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

If a student receives a failing grade in one or more subjects or lower than a C- average (1.60 GPA) in all subjects combined, he/she will be declared ineligible. A student may also be declared ineligible by the principal for disciplinary reasons, unsportsmanlike conduct, excessive unexcused absences and other serious instances of disregard for school rules. When a student is declared

ineligible, he/she will remain ineligible until a new list is posted or until they are released by the principal. Any classroom grades will be figured cumulatively for a nine-week grading period. It is the teachers' responsibility to have grades updated by 8:00 am on Fridays.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

REASONS FOR NOT PARTICIPATING IN NH-M SPORTING EVENTS

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

REASONS FOR NOT ATTENDING NH-M SPORTING EVENTS

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

TRANSPORTATION FOR ATHLETICS

- NH-M will provide transportation for junior high approved IESA cooped activity practices for students in 7th and 8th grades only and for 5th and 6th grade students playing up on 7th and 8th grade IESA activities when practices occur at the end of the school day, as well as all transportation for NH-M hosted activities.

EXCEPTIONS/NOTES

- No transportation is provided to and from any practices during the summer, school breaks, and holidays.
- No transportation will be provided on Saturday or Sunday or practices which begin after 4 pm
- No transportation will be provided to any games or meets that are non-NH-M hosted
- No transportation will be provided on early dismissal days.
- No transportation is provided for return service for any practice later in the evening or night.
- No transportation is provided on Saturday or Sunday for any practice or sport.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

- Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
- Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
- Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
- Act in an unsportsmanlike manner;
- Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
- Haze or bully other students;
- Violate the written rules for the extracurricular or athletic activity;
- Behave in a manner that disrupts or adversely affects the group or school;

- Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
- Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

- Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
- A specified period of time or percentage of performances, activities or competitions;
- The remainder of the season or for the next season; or
- The remainder of the student's school career.

Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for an activity hosted by NH-M for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

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

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

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

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

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

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

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

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

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

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

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

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

according to the same rules and procedure as set forth in this Policy for the initial hearing before the Superintendent or his designee.

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

CHAPTER 9.20

Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as junior high aged in grades 5-8, and in good standing with their home school.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

CHAPTER 9.30

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

CHAPTER 10.10

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined

that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact the building administrator.

SPEECH THERAPIST

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

CHAPTER 10.20

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the

student or others, and other less restrictive and intrusive measures were tried and proven effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

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

Behavior Interventions:

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

Special Education Suspension Procedures

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

Special Education Expulsion Procedures

1. The District shall notify the student's parent(s)/guardian(s) within 24 hours of the disobedience or misconduct and indicate the student shall be recommended for

expulsion. All procedural protections pertaining to notices provided under the District's discipline policy shall apply to a notice of recommended expulsion in the case of a special education student. The parent(s)/guardian(s) shall also receive written notification that:

- a) An IEP conference shall be convened to determine whether the student's act of gross disobedience and/or misconduct is a manifestation of his/her disability. The IEP meeting shall take place as soon as possible, but no later than 10 school days after the decision to discipline the student is made.
 - b) Student's parent(s)/guardian(s) are requested to attend the IEP team meeting at the date, time, and location specified in the notice.
2. For purposes of such **manifestation determination review**, the IEP team shall include the members of the student's IEP team and other qualified personnel including but not limited to, the authorized administrator familiar with the act of misconduct.
3. In carrying out the manifestation determination review, the team shall consider, in terms of the behavior subject to the disciplinary action, all relevant information including:
 - a) Evaluation and diagnostic results, including relevant information supplied by the parents;
 - b) Observations of the student; and
 - c) The student's IEP and placement.
4. The team may determine that the subject behavior was not a manifestation of the student's disability only if it is determined that:
 - a) The student's IEP and placement were appropriate and special education, supplementary aids and services, and behavior intervention strategies provided were consistent with the student's IEP and placement;
 - b) The student's disability did not impair the ability of the student to understand the impact and consequences of the behavior subject to the disciplinary action; and
 - c) The student's disability did not impair the ability of the student to control the behavior subject to the disciplinary action.
5. If, at the manifestation review conference, it is determined that the behavior of the student was a manifestation of his or her disability, the authorized administrator may request a review of the appropriateness of the educational placement of the student in accordance with the **ISBE Special Education Rules and Regulations**.
6. During the period necessary to propose a new placement, the student will remain in his/her current placement unless:
 - a) The student has not served a full 10 day school suspension imposed for the offense, in which case the student may be required to serve the remaining days of his/her suspension; or
 - b) The parent(s)/guardian(s) and the District agree on an interim placement; or
 - c) The District obtains an order from a court of competent jurisdiction or a State of Illinois hearing officer changing the current placement or providing for other appropriate relief.
7. If, at the manifestation determination review conference, it is determined that the behavior of the student was not a manifestation of his/her disability, the authorized administrator may continue with his/her recommendation that the student be considered for expulsion by the School Board. The parent(s)/guardian(s) shall receive written notice that includes the following provisions:
 - a) The parent(s)/guardians are entitled to all rights provided under the IDEA and those set forth in the ISBE Special Education Rules and Regulations, as available to the parents/guardians from the District. A copy of the parent'(s)/guardian'(s) rights shall be included with the expulsion hearing notice.

- b) In addition to issues regularly determined at an expulsion hearing, the authorized administrator must present evidence that the manifestation determination review team met and concluded that the student's misconduct was not a manifestation of his/her disability, which shall be duly noted by the School Board.
 - c) The administration shall ensure that relevant special education and disciplinary records of the student are transmitted for consideration by the School Board.
- 8. If a special education student is expelled from school in accordance with the procedures set forth above, the District shall convene an IEP meeting to develop an educational program to deliver educational services by qualified personnel that allow the student to appropriately progress in the general curriculum and appropriately advance towards achieving the goals set out in the student's IEP during such period of expulsion.

Weapon and Drug Offenses

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

- 1. Suspend the student from school for 10 school days or less.
- 2. Convene an IEP conference to:
 - a) Determine placement in an **interim alternative educational** setting for up to 45 calendar days.
 - b) Review and, if appropriate, modify the student's behavior intervention plan as necessary to address the student's behavior, if no behavior intervention plan is in place, the IEP team shall develop a plan for a functional behavioral assessment that must be used to develop a behavior intervention plan, and
 - c) Conduct a manifestation determination review.
 *The student may be placed in an interim alternative educational setting even if the behavior is a manifestation of the student's disability.
- 3. The interim alternative educational setting must:
 - a) Enable the student to continue to progress in the general curriculum;
 - b) Enable the student to receive the services and modifications set forth in his/her IEP; and
 - c) Include services and modifications designed to address the misconduct to prevent it from recurring.
- 4. If the parent(s)/guardian(s) disagree with the alternative educational placement or with the District's proposed placement, and they initiate a due process hearing, the student must remain in the interim alternative educational setting during the authorized review proceedings, unless the parent(s)/guardian(s) and the District agree on another placement.

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

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

- 1. Conduct a manifestation determination review following procedures described under sub-heading "Special Education Expulsion Procedures," paragraph numbers 3 and 4, and

2. Determine a proposed interim alternative educational setting that meets the requirements under sub-heading “Weapon and Drug Offenses,” in paragraph number 3.

Use of Restrictive Interventions In An Emergency

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

1. Restrictive interventions that may include physical restraint and/or time-out (isolation/quiet room), may be used to gain control of the situation.

- a) Time-out and physical restraint – 105 ILCS 5/10-20.31

Sec.10-20.31. (As enacted by P.A. 91-600) Time out and physical restraint. Until rules are adopted under Section 2-3.126 of this Code {105 ILCS 5/2-3.126}, the use of any of the following rooms or enclosures for time out purposes is prohibited:

- 1) A locked room other than one with a **locking mechanism** that engages only when a key or handle is being held by a person;
- 2) A confining space such as a closet or box;
- 3) A room where the student cannot be continually observed; or
- 4) Any other room or enclosure or time-out procedure that is contrary to current guidelines of the State Board of Education.

The use of physical restraints is prohibited except when (i) the student poses a physical risk to himself, herself, or others, (ii) there is no medical contraindication to its use, and (iii) the staff applying the restraint have been trained in its safe application. For the purposes of this Section, “restraint” does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and that are designed (i) to prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property or (ii) to remove a disruptive student who is unwilling to voluntarily leave the area. The use of physical restraints that meet the requirements of this Section may be included in a student’s individualized education plan where deemed appropriate by the student’s individualized education plan team. Whenever physical restraints are used, **school personnel** shall fully document the incident, including the events leading up to the incident, the type of restraint used, the length of time the student is restrained, and the staff involved. The parents or guardians of a student shall be informed whenever physical restraints are used.

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

- f) Student's response to the emergency intervention;
- g) Recommendations for avoiding similar incidents in the future.

Designation of Behavioral Interventions by Level of Restrictiveness

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

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

Restrictive Interventions

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

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

Highly Restrictive Interventions

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

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

Prohibited Interventions:

Interventions listed as Prohibited are illegal and not allowed.

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

CHAPTER 10.30

Exemption From PE Requirement

Exemption From PE Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

- He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
- He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian

documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the building principal.

CHAPTER 10.60

Related Service Logs

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

CHAPTER 10.70

PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services. IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

CHAPTER 11.10

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

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

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

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

1. The right to inspect a survey created by a third party before it is administered and distributed to their student;
2. The right to contact the principal and request the viewing of that survey;
3. The right to know that NH-M ESD #88 will make arrangements to protect the privacy of their student with regard to surveys that request personal information;
4. The right to inspect any instructional material used as part of their child's educational curriculum;
5. The right to be informed of any physical examinations or screenings that the district may administer to their student (screenings for head lice will occur periodically—as needed);
6. The right to contact the Principal to have their student opt-out of the survey.

Prohibition on Selling or Marketing Students' Personal Information

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

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

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

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

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

The school expects to administer the following surveys that request personal student information on the following approximate dates:

5 Essentials Survey – Spring 2027

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

CHAPTER 11.20

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The Family Educational

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[2] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

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

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

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of

the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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

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

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

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

CHAPTER 11.30

Student Biometric Information

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

CHAPTER 12.10

Teacher Qualifications

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to

your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

CHAPTER 12.20

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: The Illinois Assessment of Readiness and the Illinois Science Assessment.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

CHAPTER 12.30

Homeless Child's Right to Education

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

- 1 continuing the child's education in the school of origin for as long as the child remains homeless or,
- 2 if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

3. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families is located on the district website at nhm88.com

CHAPTER 12.40

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.¹

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

CHAPTER 12.60

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

CHAPTER 12.70

School Visitation Rights

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

Letters verifying participation in this program are available from the school office upon request.

CHAPTER 12.80

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the building principal.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Pest Management Policy Statement

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

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

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

Pests will be managed to:

- Reduce any potential human health hazards or to protect against a significant threat to public safety.
- Prevent loss or damage to school structure or property.
- Prevent pests from spreading into community, or to plant and animal populations beyond the sight.
- Enhance the quality of life for students, staff, and others.

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

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

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

Notification Registry
Pesticide Application
New Holland-Middletown ESD#88

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

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

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

_____ residing at _____
Name Address

Date _____

CHAPTER 12.90

Mandated Reporter

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

CHAPTER 12.105

Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Note: In addition to the language in this paragraph, schools must notify parents/guardians at the beginning of each school year of any of the following: (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information; (2) The administration of surveys requesting personal information; and (3) The administration of any non-emergency, invasive physical examination.

Notice should include the dates of administration and the ability of parents to opt out their student.

CHAPTER 12.110

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry,
<https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders,
<https://isp.illinois.gov/Sor/FAQs>

Sex Offender & Violent Offender Community Notification Laws

Date: July 2026

To: Parent(s)/Guardian(s)

Re: 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 Department of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>
Illinois Murderer and Violent Offender Against Youth
Registry, <https://isp.illinois.gov/MVOAY>
Frequently Asked Questions Concerning Sex
Offenders, <https://isp.illinois.gov/Sor/FAQs>

CHAPTER 12.130

Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher

qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at nhm88.com

IV. Parent & Family Engagement Compact

V. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.⁶

VI. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.

VII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30.

For further information on any of the above matters, please contact the building principal.

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

Student _____ School year **2026-2027**

Pictures of Unnamed Students

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

Pictures of Named Students

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

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

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

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

Parent/Guardian

Parent/Guardian signature

Date

Pictures of Students Taken By Non-School Agencies

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

New Holland-Middletown ESD #88
Student Medication Authorization Form

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

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

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

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

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

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

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

☐ Yes ☐ No

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

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

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

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

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

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

Prescription date:		Order date:		Discontinuation date:	
Diagnosis requiring medication:					
Is it necessary for this medication to be administered during the school day?				☐ Yes	☐ No
Expected side effects, if any:					

Time interval for re-evaluation:	
Other medications student is receiving :	
Prescriber's Signature	
Date	

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

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

Parent/Guardian Initials

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

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

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

Parent/Guardian Initials

For all parents/guardians:

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

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

Parent/Guardian Printed Name

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

Parent/Guardian Signature

Date

NOTIFICATION OF SCHOOL ASBESTOS PLAN

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

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

