

## Letter from the Superintendent

Dear Students and Parents of Nokomis C.U.S.D. #22

The Nokomis C. U. S. D. #22 is committed to providing many opportunities for growth and learning throughout our district. It is exciting to know that our district is known for its strong academic curriculum, complete athletic and activity programs, broad support services and a talented, dedicated and highly qualified staff.

This **Student Handbook** provides valuable information that will assist both students and parents in many of our policies and requirements. Please take the time to read this document as it can be used for a variety of resources to all students to be successful.

Finally, please remember that you are completely responsible for adhering to the rules, procedures and expectations identified in this **Handbook**. This information will be reviewed with the students at the beginning of each school year. As you can see, many changes have been made to our **Handbook** thanks to the dedicated members of the Handbook Committee that was established last year. If you have any questions, please feel free to contact your building Principal or my office.

I wish everyone the best of luck during the 2015-2016 school year.

Dr. Scott E. Doerr  
Superintendent



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## **SECTION I: INTRODUCTORY AND GENERAL INFORMATION**

### **A. Policies and Personnel**

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 ([www.nokomis.k12.il.us](http://www.nokomis.k12.il.us)) or at the Board office, located at:

511 Oberle Street  
Nokomis, IL 62075  
(217) 563-7311

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

Denny Bauman, President	Steve Janssen
Carl Kettelkamp, Vice-President	David Schweizer
Chad Ruppert, Secretary	Brian Chausse
Jim Eisenbarth	

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

Dr. Scott E. Doerr, Superintendent  
Mr. Donald Markey, PK – 5 Principal  
Mr. Eric Bruder, JH/HS Principal  
Mrs. Lacy Glenn, School Counselor & Assistant Principal

These guidelines have been prepared to provide general information for the student and to make him aware of the requirements and rules in effect at Nokomis Junior/Senior High School. The Administration and the Board of Education have approved them. Although such action should rarely be necessary, those officials may revise any policy as the need arises. Throughout these guidelines the term "parent" will refer to the parent/ parents or the guardian/guardians of the student.

### **B. Visitors**

All visitors, including parents and siblings, are required to enter through the North doors for the high school, and the east junior high doors for the junior high and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

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

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

### **C. Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, 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:

Dr. Scott E. Doerr, Superintendent  
511 Oberle Street  
Nokomis, IL 62075

#### **D. 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 principals 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.

#### **E. School Volunteers**

All school volunteers must complete the “Volunteer Information Form” and be approved by the school 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. Occasionally, a volunteer may need to be made aware of student medical situations that are to be kept confidential. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

#### **F. Invitations & Gifts**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students.

#### **G. Emergency School Closings**

If school is closed, all students, including those attending courses/classes/programs in other buildings or districts will not be transported unless specified by the superintendent. In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced via SchoolReach as well. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

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 after-school functions may be cancelled.

#### **H. Video & 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.

## **I. 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.

## **SECTION 2: ATTENDANCE**

### **A. Philosophy**

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. 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.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Numerous educational studies correlate daily attendance at school with higher student achievement / learning. In addition, student's grades generally reflect performance contingent upon class participation and presence. Therefore, all **Nokomis Sr. High School students are expected to attend school / classes daily and be on time for all classes.** *Furthermore, the development of life-skills essential to the workplace (e.g. punctuality, self-discipline, and personal responsibility) is fostered through this daily attendance philosophy.*

### **B. Admission Procedure**

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, Residence.

3. Proof of disease immunization or detection and the required physical examination, as required by State law.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year.

### **C. Arrival Time**

Generally, a student should not arrive at school or enter the building prior to 8:00 a.m. All students should remain in the first floor hallway or gym until 8:05 a.m. If a student is participating in a supervised school activity and is required to arrive earlier, the student must remain in their activity area. Those students eating breakfast may enter the cafeteria no earlier than 7:45. At 8:05 a.m. students will have access to the remainder of the building. No loitering on the sidewalks before school.

Students are required to report to the junior high office, which is now our Attendance Center, when arriving to school after 8:22 a.m. and are required to report to their respective offices before leaving school during the school day. There will be a sign in/sign out sheet in the office that must be signed by the student, time in or time out, and reason. Students who fail to comply with this protocol will receive disciplinary consequences. Parents, guardians, or a designated person who is picking up a student at the junior high during the day MUST come to the office and sign the student out before the student may leave the school building.

### **D. Tardiness**

Students should be in their classroom and in their seats when the bell rings. Students who are late to first hour should report to the junior high office for a tardy pass. Students will be allowed to accumulate one tardy per semester. The 2<sup>nd</sup> – 4<sup>th</sup> tardies will result in a detention, the 5<sup>th</sup> and 6<sup>th</sup> will result in an Alternative Education Program (AEP), and the 7<sup>th</sup> and subsequent tardies will result in further discipline as determined by the building administrator. Except for first hour, classroom teachers will handle all other tardies. Excessive tardies to any class may result in removal from that class without credit.

### **E. Absence Procedures**

There are simply two types of absences: Excused or Unexcused

1. If your child should be absent, a phone call to the school is required. Only the custodial parent/guardian has the authority to telephone an absence or early dismissal for a student. Failure to notify the school of an absence by 10:00 a.m. may result in the absence being unexcused. 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 may call the home to inquire why the student is not at school.
2. Each year students are allotted a total of eight days when a parent note will suffice to excuse their absence. Upon the third absence in a row any semester, an absence must be substantiated with medical documentation (AMA) to be excused. Students who miss any class for a period of 15 minutes or longer will be coded as absent for ½ a school day consistent with section M, "cutting class". Please keep this in mind when planning any anticipated absences of any kind.
3. Upon return to school, all excused absences must be substantiated with written documentation (parent/guardian/doctor) for the student records before 8:22 am. Such documentation must be provided within two days of an absence to the attendance office "Junior High office". When the student is signed in or out in the office by the parent/guardian in person, the sign in sheet can serve as this documentation. Otherwise, failure to provide written documentation shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.
4. For those students transferring into Nokomis after the school year has begun, attendance records from the student's previous school will be transferred to Nokomis. All absences from the previous school will be counted toward Nokomis absences on a cumulative basis.

## **F. Requirements for an EXCUSED Absence**

Students' absences may be excused for "valid cause" as follows:

1. Personal illness (verified by a parental note for up to 2 consecutive days, a note from a doctor will be required to excuse any absence of 3 or more consecutive days) Notes should include today's date, student name, date(s) of the absence) reason for the absence, and parent signature.
2. Death in the immediate family or other deaths as pre-approved by the building principal..
3. Observance of a religious holiday.
4. Doctor or Dentist appointments. (Students should be in attendance either before or after such appointments with morning appointments excused for the morning only and afternoon appointments excused solely for the afternoon. Special circumstances require prior approval from building principal). Doctor notes should specify the date(s) of the absence covered.
5. Family emergency (administrative discretion dictates).
6. Situations including, but not limited to, safety and/or health beyond the control of the student as determined by the administration.

## **G. Prearranged Absences**

Prearranged absences from school are strongly discouraged. The school realizes that there are occasions when parents or guardians feel it is necessary or beneficial for students to miss school for special events or trips. However, students and parents need to realize that such absences can hinder a student's learning and academic achievement. To be excused for an anticipated absence, the following procedure will be followed:

1. The student must be with his/her parent or guardian.
2. The parent or guardian must notify the school at least 3 days before the absence.
3. The student must obtain and return to the office an anticipated absence form to be signed by all teachers to collect homework that will be missed during the absence.
4. All work missed during the absence must be completed in advance or at least no later than the student's first day back in class.
5. A student will be released from school as an excused absence to observe a religious holiday or for religious instruction.

\*Please note that granting prearranged absences are at the discretion of the administration and no prearranged absences will be granted during the weeks of the PSAT/ISAT exams, or during the last 2 weeks of a semester. Prearranged absences also count toward the nine day parent note limit.

## **H. Prearranged Absences - College/Pre-Employment Appointments**

Any senior who wishes to visit a college, vocational school or place of potential employment must have an appointment and follow these guidelines.

The following procedures and guidelines must be followed:

- A. A senior may not exceed a total of two (2) college days, unless they are a member of the National Honor Society, in which case they may receive one additional college day.
- B. A junior may take 1 college day in the Spring semester
- C. Applications for college days must be approved at least 3 school days prior to the intended visitation day.
- D. Signed visitation forms must be returned to the guidance office the next regular school day. Failure to do so could result in disciplinary action.
- E. Students may request college days beginning September 1<sup>st</sup> each school year.
- F. College or visitation days will not be granted the last 12 days of any school year.
- G. No more than 4 seniors will be allowed to take a college day on any one date.
- H. College days may be granted or denied based to the discretion of the administration.

Most colleges schedule visitation days for prospective students on holiday weeks such as Columbus Day, Pulaski Day, etc. A student would be well advised to try and attend some of these scheduled events so that he or she would miss a minimum amount of school time.

## **I. Unexcused Absences**

At Student shall receive an unexcused absence when:

1. He/she is truant, which means they are absent for more than 5 days without a physician's note.
2. Parent/Guardian fails to properly notify the school of an excusable absence.
3. He/she has been absent more than 3 days per semester without producing proper medical documentation (from an AMA certified Physician).
4. He/she has been suspended out-of-school
5. Any absence that does not fall under the excused/anticipated categories.
6. Being seen at work/at a school activity, etc on a day when absent for illness.

The following reasons are examples of, but not limited to, unexcused absences:

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| 1. Truancy                         | 9. Cutting class                      |
| 2. Oversleeping                    | 10. Missing the bus                   |
| 3. Shopping                        | 11. Babysitting                       |
| 4. ½ day--Getting driver's license | 12. Car (transportation) trouble      |
| 5. Working                         | 13. Out of town                       |
| 6. Personal business               | 14. Vacation without prior approval   |
| 7. Running errands for parents     | 15. Driving parents to work           |
| 8. Suspension                      | 16. Leaving school without permission |

## **J. Consequences:**

1. When a student's absence is recorded as unexcused, they will not receive credit for any grade given or test taken on that day and the truant officer may be informed.
2. Consequences for unexcused absences will accrue according to the following schedule:
  - 1<sup>st</sup> unexcused absence: 1 detention
  - 2<sup>nd</sup> unexcused absence: 1 detention
  - 3<sup>rd</sup> unexcused absence: 2 - 1 hour detentions
  - 4<sup>th</sup> unexcused absence: 3 - 1 hour detentions
  - 5<sup>th</sup> and subsequent unexcused absences: AEP
3. Students absent from school for any portion of the day because of illness are prohibited from attending school related activities (home or away) and/or jobs that day unless prior administrative approval has been given. Athletes should refer to the Extra Curricular Code regarding its policy.
4. Truancy will result in appropriate punishments as determined by the building principal. The Illinois Revised Statutes, Chapter 122 Section 26-2a defines a truant as a child subject to compulsory school attendance and who is absent without valid cause for a school day or a portion thereof. If a student is chronically truant (5% or more of the previous 180 school days), legal action may be taken against the parents and/or student. Referral will be made to the Regional Superintendent and Truant Officer and possible court action may follow. Supportive services are available through the Regional Office of Education.
5. The Board requires that all students be in compliance with the Illinois School Code 27-8.1 as related to physical examination and immunization. If these requirements are not met by the date of enrollment, a school authority shall contact the parents concerning the delay. Noncompliance within thirty days will result in exclusion from school for the child. During a child's noncompliance the parents shall be considered in violation of compulsory attendance (Section 26-1) and subject to any penalty imposed (a Class C misdemeanor and thirty days imprisonment and/or a fine of up to \$1500. Section 26-10).

### **K. Make-Up Work**

1. The student is responsible for inquiring about, getting, or making up whatever he/she has missed during an absence. Also, he/she will be expected to stay on schedule with their class.
2. If a student has been absent for only one or two days, the teacher may require the student to be caught up and prepared for any work such as a quiz, an assignment or a pre-announced test when they return. If a student is gone for a longer period of time, he/she may receive one day to make up work for each two days absent. The student will not receive credit for any grade or test that remains incomplete after this time limit.
3. If your son or daughter is absent and you desire homework for them, you must call the appropriate school office by 8:30 a.m. for that request.

### **L. Closed Campus and Senior Lunch Privilege Guidelines**

Students will not be permitted to leave the school during the school day at any time except as an approved school activity or with permission from the principal. Any student violating these closed campus guidelines may receive the following:

1<sup>st</sup> offense – Alternative Education Program

Subsequent offenses will be handled by the administration including suspension.

Seniors are eligible to leave campus for lunch on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month if they meet all of the following criteria:

Not on D/F list

95% attendance rate (parent and Dr. notes will count against this percentage)

No disciplinary measures or detentions for any reason

Procedures to be followed include exiting and entering through the main lobby doors of the high school only, and having a parent note on file with the high school office granting consent to off-campus privileges.

### **M. Cutting Class**

If a student cuts a class he/she will be assigned an office referral and will be given no credit for any grade that is taken or test that is given on that day for each class that is cut. Being absent from class for more than 15 minutes without documentation can be considered truant/unexcused.

1<sup>st</sup> Offense – 2 – 1 hour detentions

2<sup>nd</sup> Offense – AEP (Alternative Education Program)

3<sup>rd</sup> Offense – Handled by Administration including suspension

## **SECTION 3: GRADING & PROMOTION**

### **A. Report Cards**

School report cards are issued to students on a 9 weeks 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, unless otherwise specified in the *Illinois School Code*, based upon age or any other social reason not related to academic performance.

### **B. 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.

### **C. Exemption from Physical Education Requirement**

A student in grades 9-12 may submit a written request to the building principal to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

### **D. Home and Hospital Instruction**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

A student who is on Home or Hospital instruction for any reason may not participate in school-sponsored activities or attend school-sponsored activities throughout the instructional period. All homebound instruction students must follow the guidelines of the classroom teacher specifically. All assignments will be due on the Friday of the week assigned. There are specific forms that must be completed by both the student and the physician to qualify.

### **E. Alternative means of Obtaining Jr./Sr. High School Credit**

Nokomis Senior High School students may be granted permission to enroll in courses taken at other educational institutions. The school counselor/principal must consent and approve enrollments in advance before courses are taken at other educational institutions. Failure to consult with the counselor/principal may result in no credit being awarded. When such approval / consent are obtained and upon satisfactory evidence of the student's performance during approved courses, credit may be given and placed upon students' transcripts. Grades from correspondence/summer courses may not be included in a student's GPA at Nokomis Senior High School.

Important note:

1. During a student's high school career, a maximum of 5 credits may be earned through other educational institutions, summer school, or other approved organizations such as APEX.
2. Students will not be allowed to take a course (for Nokomis High School credit) at any other educational institution until they have first taken the same course at Nokomis Senior High School or received prior counselor/principal approval.
3. Courses not offered at Nokomis Senior High School may be taken at other educational institutions upon approval of the principal or guidance counselor. Courses must be taken through APEX for Honors or Advanced Placement courses.
4. Other alternative options or correspondence courses must be approved by the counselor/principal.
5. These courses, if successfully completed and passed, will be given credit, but will not count towards a student's Grade Point Average.

- All credit recovery courses through APEX will include a \$100 fee. No waivers will be accepted for this fee. The student/parents are responsible for all fees for credit recovery courses and/or summer school courses. AP/Honors courses are free to all students.

**F. High School Requirements/Graduation**

- Each year the high school student (9-12) will be required at all times to carry a minimum of seven subjects (35 credit hours per week) with a maximum of 1 study hall unless otherwise stipulated under the auspices of a student’s IEP.
- To be eligible for graduation a student must successfully complete twenty-five (25) unit credits which include the required courses, the Illinois and Federal Constitution Tests, and the PSAE.
- All exceptions must be reviewed and approved by the Board.
- See Curriculum Guide for specific details on course requirements.
- A transfer student will be placed at the grade level of his/her previous school. Foreign exchange students shall be evaluated by the counselor and principal based on their individual experiences from the date of entry and must meet NHS requirements. Foreign exchange students may not participate in NHS graduation ceremony unless pre-approved by the principal. The number of credits required for graduation of a transfer student will be determined on a case-by-case basis and prorated based on his/her previous possible academic credits earned before transferring to NHS. For example: A student transfers to NHS at the beginning of their junior year and previously attended a high school that offered 5 credits per year maximum. Entering with 10 credits, that student would be categorized as a junior and need to successfully complete 12.5 out of a possible 14 credits at NHS to graduate. The scenario reflects that fact that current NHS graduation requirements allow for students to qualify for graduation having earned 25 or 28 possible credits. In the example above, the transfer student would potentially graduate NHS with 22.5 credits.

**G. Grading Procedures**

The Superintendent, with the approval of the Board of Education, has established a system of grading by grade level. This scale is intended for use on standard reports of student progress such as report cards. It is not intended to interfere with the instructional assessment and flexibility that teachers may need in their daily work with students.

The grading scale for the Jr/Sr High School grades will be as follows:

		4 Pt. Scale for GPA	Weighted Scale
A	93 – 100	A 4.00	5.00
A-	90 – 92	A- 3.67	4.67
B+	87 – 89	B+ 3.33	4.33
B	83 – 86	B 3.00	4.00
B-	80 – 82	B- 2.67	3.67
C+	77 – 79	C+ 2.33	3.33
C	73 – 76	C 2.00	3.00
C-	70 – 72	C- 1.67	2.67
D+	67 – 69	D+ 1.33	2.33
D	63 – 66	D 1.00	2.00
D-	60 – 62	D- 0.67	1.67
F	59 – 0	F 0.00	0.00

**H. Grade Classifications**

At the beginning of each school year high school students will be classified to grade levels based on the number of credits they have earned as specified by the following:

- Freshman – students with less than 6.25 credits earned
- Sophomore – students with a least 6.25 credits earned but less than 11.00 credits earned
- Juniors – students with at least 11.00 credits earned but less than 18.00 credits earned
- Seniors – students with 18.00 or more credits earned

For purposes of yearbook, prom, etc, classification is based on where the student BEGINS each year. Students may be advanced between semesters.

### **I. Schedule Changes**

The student may have the first five days of the first semester to request a schedule change with documented parental permission. All requests for schedule changes after pre-registration (the preceding spring) may incur a \$10.00 charge. A schedule may be changed solely at the school's discretion. Requests for schedule changes for 2<sup>nd</sup> semester classes must be made at least 3 days before the end of 1<sup>st</sup> semester and are subject to the same monetary charges.

### **J. Academic Units Defined**

.5 Unit will be awarded for the equivalent of a course that meets daily for a semester. Because most courses are two semesters long, 1.0 unit will be awarded for the equivalent of a course that meets daily for the entire school year.

### **K. Reports – Proficiency and/or Deficiency**

Generally these reports are sent at the middle of each nine weeks. If a student appears to be in danger of failing a class, the parent will be notified through a written deficiency report. All teachers have the option to send a progress report to each student.

### **L. Honor Students**

To be recognized on the honor roll a student must achieve a 3.00 grade point average on a 4.00 scale in all subjects in which he is enrolled. The student who has completed at least three semesters of high school and maintained cumulative grade point average of 3.60 (4.00 scale) will be considered for admission into the National Honor Society. A Faculty Council will use such criteria as scholarship, character, leadership, and service in its selection process. Students who possess a cumulative grade point average of 3.60 (4.00 scale) at the conclusion of their junior high and/or high school years will be recognized at graduation.

**VALEDICTORIAN** (Awarded at HS Graduation): A student who earns all "A's" and has taken all seven (7) weighted classes will be named valedictorian. If no student meets this criteria, the senior with the highest cumulative grade point average at the end of the 8<sup>th</sup> semester is named valedictorian.

**SALUTATORIAN** (Awarded at HS Graduation): The senior with the second highest academic record at the end of the 8<sup>th</sup> semester is named salutatorian. If there is a tie for valedictorian, no salutatorian is named.

### **M. Semester Exams**

Semester exams will be required for students in grades nine through twelve at the end of each semester. Closed campus will be in effect during semester exams. Semester exams will be cumulative for each semester. The exam will count as twenty percent (20%) of the student's semester grade. On the days of semester exams the Junior High will follow the same exam schedule.

Juniors and seniors may be excused from 2<sup>nd</sup> semester exams if they meet all of the following criteria:

- a. Doing B- or better work in all classes.
- b. No more than 3 absences (24 class periods) during 2nd semester and 5 (40 Periods) for the year. This does not include absences resulting from school related activities. No other exceptions (e.g. doctor, dentist, etc.) will be honored.
- c. No accumulation of detentions, office referrals, AEPs, bus misconducts, and/or tardies exceeding three.
- d. Any external suspensions will automatically result in the student taking all finals.

- e. Death in immediate family (i.e. mother, father, brother, sister, grandparents) may be exempt from class for two days.
- f. Students exempt from finals may elect to participate in specific final exams if such participation may improve their final grade.
- g. Seniors students who meet or exceed national norms in math and reading on the MAP assessments their junior year may exempt from 1<sup>st</sup> semester final exams in those course content specific areas.

#### **N. Honor Code – Cheating**

In order for all students to learn and develop academically it is important that all students complete their own homework and submit exams that reflect their own knowledge. A student who hands in work done by another person or gives other students answers to homework or exams in such a way that constitutes cheating, will be in violation of the student honor code. Students who, in any way, are deemed by a teacher to be cheating will also be in violation of the student honor code. Plagiarism is considered cheating and will be punishable accordingly. Students who violate this code may face the following:

##### **HIGH SCHOOL:**

First Offense: A score of “0” on that test or assignment, parental notification, and 3 hrs after school detention.

Second Offense: A score of “0” on that test or assignment, parental notification, and 1 day AEP.

Third Offense: If in the same class, the student will fail the course for the semester and a suspension up to 3 days.

Honor Violations may result in the disqualification of a student’s eligibility for Valedictorian, Salutatorian, and Honor Student.

#### **O. Physical Education**

In the interest of cleanliness for obvious health reasons and whenever physical exercise is part of the instructional program, physical education students (5-12) must be dressed in the accepted physical education attire:

- Plain white or solid gray T-shirt
- Plain colored shorts (no jean shorts or shorts with markings)
- Tennis shoes which are laced and tied

### **SECTION 4: STUDENT FEES AND COSTS**

#### **A. Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit 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 does not exempt a student from charges for lost and damaged books, locks, materials, supplies, equipment and/or extra-curricular fees.

Applications for fee waivers 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 free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student’s family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The superintendent/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.;
- Seasonal employment;
- 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 should be addressed to the building principal.

### **B. School Breakfast & Lunch Program**

Breakfast is served every school day from 7:45 a.m. to 8:10 a.m. Lunch is served every school day except when there is an earlier dismissal.

A student may purchase breakfast for \$1.75. Breakfast may be purchased on a weekly basis for \$8.75.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.75, \$3.00 for adults, and/or milk for \$0.40. Lunches may also be purchased through the E-Pay system.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Student Accounts should remain positive. Account balances that go below a \$5.00 negative balance will not be allowed to purchase anything beyond a Type A lunch (tray) or be served a peanut butter and jelly sandwich with a milk.

### **C. Fees**

If a student pays school fees with a check, it should be payable to Nokomis Junior High or Nokomis High School.

Each student is expected to pay book rent. Some classes and organizations may require additional fees. If a student enrolls in such a class or organization, they will be expected to pay these fees. Some services such as the lunch program are optional and require additional fees. Some fees can be waived if the family has an extreme financial hardship; the need for a waiver can be determined by a conference between the Principal and the parent.

Each student may be provided a lock to use during the school year free of charge. If the lock is lost, the student will have to pay replacement costs.

Extracurricular fees will not be accepted if a student has outstanding book fees and/or fines.

## **SECTION 5: TRANSPORTATION AND PARKING**

### **A. Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. The transportation supervisor will select/create bus routes to be published on the school website. 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.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

The bus, as well as any school transportation, is considered to be an extension of the school. The rules of conduct, which apply on the campus also, apply in the vehicle. The student must observe safety regulations set forth by the State of Illinois, the Board, the Principal, and the Driver.

Video cameras are installed on school buses to monitor student behavior, to maintain order on the school buses, and to promote and maintain a safe environment. The content of the videotapes may be used in a student disciplinary proceeding. Videotapes will be retained only if necessary for use in a student disciplinary proceeding or other matter as deemed necessary by the administration.

All bus students are required to enter school upon arrival. When school is dismissed they must go to their respective bus lines. No bus students are permitted to go to the park anytime.

Students who don't normally ride a bus should bring a note from home to the school to request the privilege. The principal will keep the note on file. This is to be done prior to your riding the bus so that the bus driver can be notified of your presence.

## **B. Rules**

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Be absolutely quiet when approaching a railroad-crossing stop.
6. Enter and exit the bus only when the bus is fully stopped.
7. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
8. Use emergency door only in an emergency.
9. In the event of emergency, stay on the bus and await instructions from the bus driver.
10. Behavior that does not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
11. Do not open windows without driver's permission.
12. Keep the bus neat and clean.
13. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
14. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.

15. Be waiting at your bus stop on time.
16. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
17. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
18. Eating is not permitted on the bus.
19. Parents will be liable for any defacing or damage students do to the bus.
20. Prohibited student conduct as defined in the Student Discipline policy.
21. Willful injury or threat of injury to a bus driver or to another rider.
22. Willful and/or repeated defacement of the bus.
23. Repeated willful disobedience of the bus driver's or other supervisor's directives.
24. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.
25. Cell phone use on the bus is prohibited without permission of the driver and/or sponsor.

### **C. Consequences**

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

For questions regarding school transportation issues, contact: Bus Garage at 563-2422.

Generally, bus or school transportation misbehavior may be treated as follows:

- 1<sup>st</sup> offense – The driver writes a report and the parent is notified of the problem.
- 2<sup>nd</sup> offense – A conference may be requested for the parent, student, Principal, and bus driver. The student may be suspended from the bus for up to three school days.
- 3<sup>rd</sup> offense – The parent is contacted, and the student is suspended from the bus for five school days.
- 4<sup>th</sup> offense – The parent and the student will be requested to appear before the Board for a suspension hearing. The student will be excluded from the school bus until the hearing is conducted. The Board may take such action, as it finds appropriate.

### **D. Student Parking**

Students may park their vehicles in the designated parking lot as assigned by the building principal between the hours of 7:45 a.m. and 4:00 p.m. Vehicles must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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 at the owner's expense.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

### **E. Automobile Parking Privilege**

Under the auspices of an intergovernmental agreement, the school is authorized to use the Park District Parking Lot during the day for school student parking. Parking privileges may be secured by student drivers for a \$10 fee. Registration for such privileges may occur on a first come / pay basis at registration and/or throughout the year. Along with these privileges come responsibilities and *specific guidelines must be followed to retain parking privileges*. Responsibilities and guidelines are as follows:

1. Students must register their vehicle/s in the Principal's Office, provide proof of license and insurance, and pay a parking fee (\$10) to secure an authorized parking space / permit.
2. A student must park in their registered space only and must display their authorized parking permit from the rearview mirror. *An authorized parking permit is valid for the registered student only and their vehicle/s.* Student sharing of parking permits is forbidden; all parties involved in any sharing violation may be sanctioned with disciplinary consequences.
3. If another vehicle is in a registered student's space, the student should temporarily park at a "visitors space" while reporting the offending vehicle's license number to the high school office so it may be moved / towed. *Never create a problem for yourself by parking in another student's space!*
4. Upon arrival at school, students are to park their vehicle and all occupants are to proceed immediately into the building. Loitering in the parking lot/s / vehicle/s is expressly forbidden.
5. Students are not to enter the student parking lot/s or vehicle/s during the school day without administrative approval. A driver may be subject to disciplinary action if their car is made available to others.
6. If a change of vehicle or license plate number occurs during the school year, the student will immediately notify the building principal and update their parking registration form in the high school office.
7. Students parking illegally or without authorization may have their car towed at the student's expense, be subject to fines, and/or disciplinary action including, but not limited to, the revocation of parking/driving privileges.
8. Registered drivers are responsible for keeping their parking spaces clean and free of litter whether or not they are responsible for the litter in that parking space. Students observed littering may be sanctioned with disciplinary action. Drivers may be held responsible for the actions of all occupants / riders within their vehicle.

9. All school rules and/or all motor vehicle laws are applicable and enforceable at all times while on school premises / parking lots from the moment students arrive on campus until their exit from the premises. Reckless / careless driving will not be tolerated and police intervention may be utilized.

*Note: Non-registered students may be sanctioned and have their vehicle towed on every occasion (including a first offense) of unauthorized parking!*

All registered students failing to comply with the provisions set forth within this Parking Privilege Section may be sanctioned as follows:

- 1<sup>st</sup> Offense – detention, move vehicle if necessary
- 2<sup>nd</sup> Offense – Suspension of parking privileges for the remainder of the semester, towing at student’s expense.

## **SECTION 6: HEALTH AND SAFETY**

### **Immunization, Health, Eye and Dental Examinations**

#### **A. Required Health Examinations and Immunizations**

All students are required to present appropriate proof that the student received 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.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring “risk-assessed” or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. 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.

#### **B. Eye Examination**

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

#### **C. Dental Examination**

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

#### **D. Exemptions**

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. 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
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

#### **E. Diabetes Care Plan**

The Nokomis School District will comply with the Diabetes Care Act. Any parent who desires a diabetes care plan should contact the school and request the necessary information.

#### **F. 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 "Student Medical 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.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, and diabetic students may carry blood sugar testing equipment, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

#### **G. Guidance & Counseling**

The school provides a guidance and counseling program for students. Services provided by the guidance counselor include academic, personal/social, and career counseling for any student needing assistance. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the

opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

#### **H. 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 drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. A warning to the students will not precede drills.

1. Appropriate conduct is especially important during alerts; the students are expected to move quietly and quickly to their designated areas.
2. The EVACUATION ALERT is a continuous ringing of the bell.
3. The DISASTER or SEVERE WEATHER ALERT is a repetition of a high and a low tone.

#### **I. Communicable Diseases**

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.

#### **J. Head Lice**

The school will observe recommendations of the Illinois Department of Public Health 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 nurse or building principal 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.

No students excluded from school for having head lice or nits will be readmitted to school until the following conditions have been met:

1. Proof that she/he has been treated (label from pesticide used and cash register receipt/computer printout from the pharmacy,) or doctor's statement.

2. All nits removed or “Nit Free.” This will need to be verified either by a medical doctor or Montgomery County Health Department statement at time of re-entry or if no statement is brought in the parent will need to bring the child to school and be checked by a school employee to verify that all nits are gone.
3. The spirit of No Lice/Nit Policy is clearly not punitive, but rather, beneficial to the entire community. It encourages explanation and therefore, understanding of pediculosis. It promotes greater accountability on the part of parents and thus simplifies the administrative task of health professionals.

## **SECTION 7: STUDENT DISCIPLINE**

### **Discipline Philosophy**

It is the goal of Nokomis Junior/Senior High School to foster self-discipline and acceptable standards of personal conduct in all its students. It is essential that student conduct policies consider the rights, responsibilities, and safety of all students and property. Nokomis Schools will hold all students accountable for their actions and behaviors at all times during the school day and/or while attending any school-related activity or function.

Students are prohibited from engaging in behavior that will endanger, or threaten to endanger the safety of oneself or others that will damage property or that will impede the educational processes or orderly conduct of the school, its auspices, and/or its activities.

When self-discipline fails, regulations for management of school-related behavior, including those adopted by the Board may be enforced by those directly responsible for the operation of the schools. School administration and staff will make every effort, individually, collectively, and cooperatively to help each student gain acceptable self-discipline standards.

Each student is expected to conduct themselves responsibly. They should note that the Board has given all employees of the district supervisory authority. Also, according to Illinois School law, a prior record of the student’s improper school related conduct may be permitted as evidence when they are assigned a punishment during a Board hearing. The most serious violations may result in a police action. Finally, the student must realize that the rules of conduct which are in effect on the campus also apply when the student is traveling to or from school or any school related activity and while attending any school related activity. Students who do not conduct themselves responsibly at extra-curricular activities may be banned from future activities.

#### **A. General Building Conduct**

1. Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
2. Students shall not write on walls, desks, deface, or destroy school property.
3. Skateboards are not permitted at school.
4. Water guns, play guns, and/or real guns are not permitted at school.
5. No electronic devices are permitted without permission from the principal.
6. No outside beverages may be brought into the building..

#### **B. 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.

- Profanity and other inappropriate language will be banned from apparel this includes shirts or slacks with reference or innuendo to alcohol, tobacco or sex. 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.
- Based upon Illinois School Law, the dress code will ban excessively short, tight, and immodest apparel (including low cut tops) or any apparel, which causes a disturbance, a discipline problem, or a danger to health and safety. This will include the wearing of baggy/saggy pants, and no bare midriff. In addition, the student must be aware that individual classroom guidelines may further ban such apparel.
- Backpacks, coats, or purses are not allowed in the classroom. These items should be put in the student's locker upon entering the building. Accessories that pose a safety hazard in the shop, labs, or PE are prohibited.
- Hats, coats, bandannas, sweat bands, chains, spikes 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 mid-thigh, or that is otherwise poorly fitting, showing skin and/or undergarments and cause a substantial disruption of the school environment may not be worn at school. Shirts should be long enough to keep the midriff covered at all times including when the student raises their hand in classroom participation.
- The length of shorts or skirts must be appropriate "mid-thigh" for the school environment. . .
- 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 discipline.
- Any student who is in violation must correct the problem by changing clothes (PE uniform, turning shirts inside out, taping over holes, or appropriate clothes brought from home, etc); Principal/Counselor may use discretion when dealing with dress code non-compliance. 1<sup>st</sup> violation will result in a phone call home, 2<sup>nd</sup> and subsequent violations will result in a phone call home and a detention.

### **C. Bullying, Intimidation & (Sexual) Harassment**

- Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.
- No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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.

- Bullying/Cyber-bullying encompasses any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; (4) substantially interferes with the student's ability to participate in or benefit from the services, activities or privileges provided by the school.
- Examples of prohibited conduct are, but not limited to, name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. They also include without limitation, any use of violence, intimidation, taunting, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
- Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.
- Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.
- **Nondiscrimination Coordinator:**

Dr. Scott E. Doerr  
511 Oberle St.  
Nokomis, IL 62075  
(217) 563-7311

- **Complaint Managers:**

Mr. Eric Bruder  
511 Oberle St.  
Nokomis, IL 62075  
(217) 563-2014

Mrs. Lacy Glenn  
511 Oberle St.  
Nokomis, IL 62075  
(217) 563-4323

#### **D. Controlled Substances**

The improper use, illegal possession, or sale of drugs, alcohol, marijuana, other controlled substances or look-alikes, including drug paraphernalia, which may affect the performance and/or health of the students within the District, will not be tolerated, and it is the policy of the Board that the possession or use of the above items will constitute a serious offense against the other pupils and the general welfare of the District.

##### **1. POSSESSION**

Possession will be considered as upon one's person, with one's locker, or within one's vehicle.

2. **PROCEDURE IN SUSPECTED CASES OF POSSESSION OR SALE:**
  - a. Upon one's person: The student will be asked to empty pockets, purse, or similar items in front of a school official and one witness. Should the student decline, an attempt will be made to reach the parent, and the student will be so advised.
    - (1.) Should the parent be contacted, the school will request that he give permission to the search. Upon the request of the parent the School will delay the search for a reasonable period of time until the parent arrives.
    - (2.) Should the police be notified, the school officials present will act as the advocate for the student until such time as the parent is present or until the student is removed from the school premises.
  - b. Within one's locker: As the lockers are the property of the school and not the student, lockers are subject to inspection without notification or permission. All searches will be conducted in the presence of a witness. If any substance is found, the locker will be locked, and the student will be brought to the office. An attempt will be made to contact the parent.
  - c. Within one's vehicle: Students whose vehicles are in the vicinity of the school are not exempt from scrutiny. If school officials have reasonable suspicion that a substance is contained in a vehicle, a procedure similar to that in "upon one's person" will be followed.
3. **PENALTIES FOR IMPROPER USE, ILLEGAL POSSESSION, OR SALE OF DRUGS, ALCOHOL, MARIJUANA, OTHER CONTROLLED SUBSTANCES OR LOOK-ALIKES**
  - a. The student will be suspended for a period of ten days upon the first offense; also, he is subject to expulsion from school. The suspension will be from school and all related school activities. Volume or amount may be consideration in determining the penalty to be imposed. If suspension occurs, the parent should return with the student prior to re-admission.
  - b. A second offense shall result in a recommendation that the student be expelled for the remaining school term. Up to a ten day suspension shall be levied until expulsion proceedings can be instituted.
  - c. Additional penalties for activity participants will be in accordance with the extra-curricular code.

#### **E. Disrespect/Insubordination/Gross Misconduct**

If a student shows disrespect, insubordination toward any employee of the district or if he commits gross misconduct, the punishment may be up to a ten day external suspension. Some cases could result in an expulsion and/or police report.

#### **F. Disruption**

1. A disruption is an act, which detracts from a teacher's ability to teach or student's ability to learn.
2. Punishment for a minor offense may be an office referral. Depending upon the severity of the offense, the student could be suspended or expelled.
3. Student sent to the office for disruption:
  - 1<sup>st</sup> Offense – Administrative Discretion Dictates
  - 2<sup>nd</sup> Offense – AEP (Alternative Education Program)
  - 3<sup>rd</sup> Offense – Handled by administration

#### **HIGH SCHOOL**

Using a cellular telephone, video recording device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others is prohibited. No recording devices of any kind may be used without specific permission. All cell phones must be kept powered off during any and all instructional time unless directed by the supervising teacher or it is needed in an emergency that threatens the safety of students, staff, or other individuals. Cell phone use is limited to before and after school, lunch

time, and passing periods between classes. Any student using his phone (including the receiving of communication) during instructional time may be subject to disciplinary consequences.

The use of cell phones on buses will be at the discretion of the bus driver and coach/sponsor on the trip. Other electronic devices (ebooks, kindles, tablets, ipad, ipod, mp3 players, etc) may only be used in class with teacher permission

Using or possessing a laser pointer is prohibited unless under a staff member's direct supervision and in the context of instruction.

Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting" is prohibited.

1<sup>st</sup> Offense – electronic device will be confiscated and sent to the office for the remainder of the day.

Subsequent violations may result in confiscation (until parent picks device up) and discipline consequences at the discretion of the principal.

### **G. Fighting**

The act of fighting in or on school property, or going to or from school, including any activity under school sponsorship i.e dances, athletic events, etc. may result in a minimum three day out of school suspension. Consideration of the person who initiated the fight and its severity may be factors considered when determining consequences. Any repeated fighting offenses by a student could result in suspensions of more than three days being imposed. Police involvement may be warranted at any time. Fights that are planned at school to occur off-campus, still have a nexus to the school environment and are subject to the same school consequences.

### **H. Profanity**

A profanity, a slip of the tongue, or inappropriate language may be punished with a detention. When used in reference to another student, the punishment is an office referral except where gross misconduct has occurred. When used in reference to a District Employee, the punishment may be treated as disrespect and gross misconduct.

### **I. 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, but not limited to 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;

- Student who is included on the weekly Nokomis D/F list posted in the Guidance Counselor's office; and
- Other reasons as determined by the school.

**J. Overt Affection**

Public display of affection will be limited to holding hands and a brief embrace.

**K. Reporting to the Office**

Any student sent/referred to the office will report immediately to the office and remain there until instructed otherwise by school personnel/administration. Failure to do so may result in more severe disciplinary consequences. Students receiving office referrals may receive any of a range of consequences (or a combination thereof) listed in the "Types of Punishment" section of this handbook.

**L. Pyro-Technics**

Student possession and or use of pyrotechnic materials / devices at school or on any school controlled property are prohibited. This may include, but is not limited to, such materials / devices as matches, lighters, fireworks, ammunition, flares, etc.) Violations may result in the loss of the item and any (or combination of) consequence/s as listed within the punishment section of this handbook.

**M. Restricted Areas**

Upon arrival for/at school, students are to immediately enter the school building/s. Loitering on park district property is forbidden. Throughout the course of the school day (8:00 AM – 3:30 PM), students are prohibited from entering and/or loitering in school parking lots unless administrative approval has been granted or students are under the direct supervision of a teacher. Other areas within building/s may be restricted by administration on an as need basis.

**N. Non-School-Sponsored Publications/Websites**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause 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, 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, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must 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 material is endorsed by the school district. Failure to comply with this rule and regulation will result in an AEP.

#### **O. Search and Seizure Policy**

Parents and students should be aware that The Illinois School Code (105 ILCS 5/10-22.6{e}) specifically authorizes school districts the right to search “*lockers, desks, parking lots and other school property owned or controlled by the school as well as personal effects left in those places and areas without notice or consent of the student and without a search warrant*”.

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison and/or 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. This applies to student vehicles parked on school property; in addition building principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches. This may include, but not be limited to lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials. These searches conducted may include the use of specially trained dogs.

##### **Students**

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the District’s student conduct rules. The search itself must be conducted in a manner, which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Strip searches are prohibited by school personnel.

When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness; and
- by a certificated employee or liaison police officer of the same sex as the student.

A written report must be kept on file whenever students are personally searched.

##### **Seizure of Property**

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

#### **P. POLICE OR DCFS REQUESTS TO INTERVIEW STUDENTS**

The administration at Nokomis CUSD #22 feels it is imperative that we cooperate with local police authorities and representatives from the Department of Children and Family Services (DCFS). There have been occasions when police officers or DCFS workers have asked to question students during the school day. It is important for parents and students to understand that the school administration does not have the right to prevent or delay DCFS workers from questioning students. If given authorization by the DCFS

workers, the principal or other school personnel will attempt to contact the parents of the student prior to any discussions with the police. If contact is made, parents have three options, and these options are available strictly at the discretion of the police. Parents may: simply approve the police request with no restrictions, ask the principal or other school authority to sit in with the student during the interview, request that the police officer delay the interview until later in the day when either or both parents can be present. If the parents cannot be contacted, DCFS workers will have the right to question a student. With DCFS approval, however, the principal or other school personnel will be present with the student during the interview.

#### **Q. Theft, Vandalism, and Loss of Property**

A student is expected to have respect for the property of another student, a school Employee, the District, or another school.

1. Theft occurs when money or other property is taken.
2. Vandalism occurs when any student willfully destroys or defaces property.
3. Loss of property occurs when a student returns damaged property, or does not return property.
4. A student will be punished with restitution, and/or suspension, and/or expulsion.
5. Some cases could result in a police report.

#### **R. Tobacco**

1. The student is not allowed to possess or use any kind of tobacco, including e-cigarettes.
2. Any other possession or use will be punished as follows: 1st Offense – Alternative Education Program; subsequent offenses will be handled by the administration including suspension.

#### **S. Weapons**

As defined by the Illinois School Code (105 ILCS 5/10-22.6 {d}) “the term weapon means (1) possession, use, control, or transfer of 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, pocket knives, brass knuckles, billy clubs, or (3) ‘look-a-likes’ of any weapon as defined in this section.”

In all student cases where possession, use, or the attempted use of a weapon is involved, administration will decide the merits of the incident and consequences on a case by case basis with the full range of options (and/or combinations thereof) listed within the punishment section of this handbook at their disposal including up to 10 days out-of-school suspension and recommendation for expulsion..

#### **T. TYPES OF PUNISHMENT**

All types of punishment will be considered and accumulated on a yearlong basis. If a punishment falls on a day when the school is closed for an emergency, the punishment will be transferred automatically to the next school day. If it is felt that the conduct of the student warrants such punishment, the Board may utilize any of these penalties at any time. Again, the student’s prior improper school related behavior might be permitted as evidence during a Board hearing. The accumulation of detentions, office referrals, AEPs, and out of school suspensions during the school year may result in the loss of privileges for the remainder of the semester or school year. Examples of such privileges are as followed: a) passes issued by instructors or school personnel b) driving and parking privileges c) attendance at extra-curricular activities both home and away which include ball games, dances including Prom, field trips, and out of class activities.

Acts disruptive to the educational process will not be tolerated. These acts/disruptions are not limited to the classroom. Students need to display appropriate behavior at all times while at school, on buses, or attending any school-related activity or function. Some examples of disruptive acts include, but are not

limited to: foul language, disrespect to others, inappropriate gestures, non-compliance with directions and/or school rules/policies, plagiarism, forgery, lying, malfeasance, etc. Other behaviors not mentioned in this list may fall under this category and result in any or combination of the consequences/options below. Common disciplinary measures are listed below:

- Conference/counseling with student
- Conference with student and parent
- Detention before school, noon, after school
- Time out from class
- Withdrawal of privileges (e.g. parking, closed/delayed lunch. Hall passes, etc.)
- Social probation (cannot attend any school activities/functions)
- Suspension of bus privileges
- Alternative Education Placement
- Police Intervention/Charges
- Out of school suspension
- Expulsion

#### **U. Detentions**

1. One method of punishment for offenses is detention (lunch or after school). Detentions may be assigned before school, at lunch, or after-school. When detentions are assigned, students will be responsible for their transportation. After-school detentions will be served in the high school library from 3:15 to 4:15 on the next school day. While serving a detention, students will be required to make constructive use of their time, and may be required to do detention assignments. A teacher or administrator will supervise the detention. If the student has multiple detentions to be served on the same day, the detentions will be served on consecutive days in order that they were received.

2. Failure to serve on the assigned day will result in an office referral. However, if a student has an excused absence, his detention will be moved to the next school day. Only the Principal has the authority to excuse a student from serving his detention on the assigned day; however, such action should rarely be necessary. Since the detention is a punishment, it is not to be served at the convenience of the student. Therefore, the student will not be excused for a job, a practice, a school contest, or an extra-curricular or an organization activity.

3. When the student receives his/her fifth detention from any one class, he/she could be suspended and recommended for removal for the remainder of the semester. If the student is removed from the class, he/she will be assigned to a study hall and will not be given credit for that semester. If the student is allowed to remain in the class or returns to the same class during the second semester, a recommendation for expulsion will occur after each additional detention.

4. Any student receiving more than five teacher detentions or more will come under the following guidelines:

6<sup>th</sup> detention – an after-school detention plus 1 week of noon detentions

7<sup>th</sup> detention – an after school detention plus 2 weeks of noon detentions

8<sup>th</sup>-9<sup>th</sup> detention – AEP

10<sup>th</sup> detention – up to a 3 day out-of-school suspension

Any additional detentions can result in ten days of suspension and recommendation for expulsion. A parental conference may be requested with each suspension.

#### **V. Office Referral**

1. The punishment for a more serious offense or for the repetition of a minor offense will be punished by an office referral.
2. Some office referrals will result in an immediate suspension.
3. When a student receives a third office referral from any one class, he/she could be removed from the classroom, suspended and recommended for removal for the remainder of the semester. If the student is allowed to remain in the class or returns to the same class during the second semester, a recommendation for removal will be required after each additional office referral.
4. Also, for every three office referrals that the student receives, he/she may be suspended as follows:
  - Three referrals – Alternative Education Program
  - Six referrals – Three Days Suspension
  - Any additional referral could result in ten days of suspension and a recommendation for expulsion.

#### **W. Suspension/Alternative Education**

1. Suspension time is unexcused except the Alternative Education Program.
2. The serious offense or the repetition of a less serious offense, which brought about the suspension, could result in an expulsion.
3. A.E.P. is designed to be assigned by the administration on an “as needed” basis. This is an alternative to out-of-school suspension. The student is required to remain in a designated area for the day; he/she is excluded from their classes and is advised to spend the day studying for them. The student must complete assignments in order to receive credit.
4. OUT-OF-SCHOOL-The student is excluded from school and all school activities for a period of one to ten attendance days.
5. A parental conference may be requested with each suspension.

#### **X. Safe School Program**

If a student’s behavior is of disruptive nature and is continuous he or she may be recommended for the Safe School Program.

#### **Y. Expulsion**

1. An expulsion results from an extremely serious offense or for the repetition of a less serious violation.
2. According to the Illinois School Code (1-22.6) the expulsion of a student shall take place only after the student’s parents/guardians have been requested to appear at a meeting with the Board. Such requests are made by registered or certified mail.
3. The student will receive no credit for any semester that is incomplete.

#### **Z. Due Process & Appeal Procedures**

Students shall be afforded due process as follows:

- a. Students have the right to know with what they are being charged.
- b. Students have the right to present their response to the charges.

In the event a student feels he or she has been treated unfairly in regard to a disciplinary matter, he/she may appeal to the Superintendent in writing, with those involved present at the meeting. If the student is still not satisfied with the findings, he/she may proceed to request in writing a hearing before the Board of Education.

### **SECTION 8: Lunch & Cafeteria Rules**

## **A. Procedures**

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location as designated by the building principal. Students shall follow all cafeteria rules during lunch.

## **B. Cafeteria Rules**

- Students shall not save seats for other students. Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks or any other objects.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Running to the lunch line is not permitted
- Condiments are not permitted at lunchroom tables.
- The combining of tables is not permissible. Lunch tables are designed to seat 6 to 8 people comfortably.
- Upon eating their lunch students are asked to return their trays to the kitchen. Junior High students will proceed to the gym for a short recess at the direction of the lunchroom supervisor. High School students will be directed to stay in the cafeteria or proceed to the gym – at the discretion of the building principal. Jr. high students are to put their books in their locker before going to lunch, and they are not to go to their lockers after eating without permission.
- Students who leave textbooks on café tables at the conclusion of lunch periods will be subject to detention.
- Students are to purchase lunch before school. Students are reminded to purchase lunch as soon as they get off the bus or arrive at school. It is recommended students pay for lunch for the week on Mondays or the first day of the school week.
- Food / meals purchased within the café must remain in the café.

- Breakfast ends at 8:15 a.m.; students are not allowed to eat breakfast after this time.
- All food and/or condiments not included with the lunch tray shall incur additional cost.

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

## SECTION 9: MISCELLANEOUS

### **A. Guest Registration for Dances or Special Events**

High school students wishing to attend a school dance/function with a guest who is not a Nokomis High School student must present a completed guest pass form and picture ID at the door prior to admittance of the event. Guest pass forms may be picked up in the High School Office. Guests must be under 21 years of age.

### **B. Hall Privileges**

Students should rarely need to leave the area to which they are assigned; however, if a student does, the student **must see that he/she has a corridor pass** from the employee in charge. If a student is in the hallway during class without a pass, discipline discretion is given to the building principal.

Unsupervised students: No student should be given permission to go to any area where there is no teacher supervision available. Restroom passes should be kept to a minimum.

### **C. Office Phone Use**

The office phone is for business use only. Students must secure approval from the office secretary, teacher, or administrator prior to using. Student use must be kept to a minimum.

### **D. Study Hall/Library**

Each student is expected to make constructive use of their time and conduct themselves so that studying can occur. Problems will be handled in accordance with these guidelines and those of the person in charge. Students will be expected to follow library pass procedures in order to gain admittance to the library during their study hall periods.

### **E. Lockers**

1. Each student is expected to use their assigned locker; evident noncompliance may be treated as insubordination.
2. The student is required to keep their locker locked because they will be held responsible for its care and its contents. Students who fail to comply may be subject to detentions.
3. The locker is the property of the school; therefore, school officials have the right to conduct a search without permission.
4. There will be no sharing of lockers; students whose school property is found in any locker other than their own may be subject to detention.
5. Students who have book bags should store them in their lockers during the school day. NO book bags allowed in the classroom

### **F. Other**

Notice to parents regarding the following topics can be found on the district website at [www.nokomis.k12.il.us](http://www.nokomis.k12.il.us) :

- No Child Left Behind Act of 2001
- Teen dating violence (prohibited and reporting letters)

## **SECTION 10: SPECIAL EDUCATION**

### **A. 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. 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.

### **B. Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

### **C. Exemption From Physical Education Requirement**

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student’s parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student’s individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student’s individualized education program.

### **D. Certificate of High School Completion**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student’s 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

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 school principal.

## **SECTION 11: STUDENT RECORDS & PRIVACY**

### **A. Permanent Records**

Student permanent records and the information contained therein shall be maintained for a period of sixty years after the student has transferred, graduated, or permanently withdrawn from school. It shall be the policy of this District to destroy student temporary records five years after the student has transferred, graduated or otherwise permanently withdrawn from the School District. Student records shall be made available to parents within fifteen school days after a written request for review is submitted to the Principal.

### **B. 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.

### **C. 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 inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **D. 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.

#### **E. Student Records**

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue.  
SW Washington, D.C. 20202-4605

#### **F. 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.

#### **G. Requests from Military or Institutions of Higher Learning**

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

## **SECTION 12: PARENTAL RIGHT NOTIFICATIONS**

### **A. Teacher Qualifications**

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

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

### **B. Standardized Testing**

Students and parents/guardians should be aware that students in grades 3<sup>rd</sup> – 11<sup>th</sup> will take standardized tests on as required by ISBE. Parents 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 can assist their students 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 the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
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.

### **C. 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, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. 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 includes:

- Educational organizations and schools
- Food bank and meal programs
- Local service organizations (Goodwill, Salvation Army, etc.)
- Family shelters
- Medical services
- Other support

#### **D. Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education 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. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

#### **E. Parental Involvement (Title 1)**

The school will have an annual meeting for all Parents/Guardians, which takes place at North Elementary School.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

- a. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- b. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;

- c. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- d. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building principal.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the building principal.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

#### **F. English Language Learners**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the building principal.

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

#### **H. 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 Unit Office.

## **I. Mandated Reporters**

All school personnel, including teachers, administrators, and members of the board of education 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.

## **J. 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.

## **K. Violent Offender Community Notification**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

## **L. Annual Written Notification Accessing Public Benefits and Releasing Personally Identifiable Information to the Illinois Medicaid Program.**

The federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school.

Under the Family Education Rights and Privacy Act (FERPA), your consent is required for the school system to release information about your child to the Illinois Department of Community of

Health program in order to access your or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program.

If you have previously given consent for Nokomis School System to access your or your child's public benefits and to release information needed to access Illinois Medicaid funding for services provided through your child's individualized education program (IEP) or health screenings, the school district may release:

- Your child's name and Social Security Number;
- Your child's date of birth;
- Your child's IEP documentation including evaluations;
- The dates and times services are provided to your child at school;
- Reports of your child's progress, including therapist notes, progress notes and report cards.

Your child will continue to receive all required IEP services or health screenings at no cost to you. Reimbursed services provided by the Nokomis School System Exceptional Children Program do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled.

You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required IEP services or health screenings at no cost.

You may ask questions about this program or revoke your consent at any time by contacting the District Superintendent.

#### **M. Student Athlete Concussions and Head Injuries**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

1. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
  - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
  - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
  - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
2. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
3. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
5. The IHSA provided for an online training video about hands-only CPR and AED.

## STUDENT ATHLETIC/EXTRA-CURRICULAR CODE

### **PHILOSOPHY**

We believe that participation in extracurricular activities should be part of the total experience for all youths that attend Nokomis schools.

We believe that participation in such activities contributes to the development of health and happiness, physical skill, emotional maturity, social competence, and moral values.

We believe that the spirit of cooperation and the will to compete are valuable to the development of a healthy mind.

We believe that extracurricular organizations are a wholesome equalizer because individuals are judged for what they can do, not on the basis of the social, ethnic, or economic group to which their families belong.

We believe that participation in extracurricular organizations is a *privilege and that participants must accept the responsibilities that go with that privilege.*

We expect our program participants to maintain high standards of conduct both in and out of school.

With these thoughts in mind, the Nokomis Board of Education, the administration, athletic coaches, and organizational sponsors have adopted this Extracurricular Code of Conduct for all Nokomis Jr. / Sr. High School extracurricular program participants. This code provides a minimum standard of conduct, which must be followed by all participants. Nothing stated herein shall limit organizational coaches or sponsors from issuing specific rules / consequences for their individual sports / activities. The Nokomis Board of Education, in their sole and absolute discretion, may amend and/or modify this code and retains final authority in all matters.

### **DEFINITIONS**

**Participant:** Participant means any student enrolled in grades 6 through 12 at Nokomis Junior/Senior High School who is participating (or has) participated in any extracurricular activity sponsored by Nokomis Community School District No. 22.

**Extracurricular Activity:** Extracurricular activity means any school-sponsored activity occurring beyond the scope of the school day for which a grade is not given. This may include, but is not limited to: tryouts, practices, games, contests, speeches, debates, performances, and plays affiliated with any school organization.

### **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities offered at Nokomis Jr. / Sr. High School may include, but not be limited to, the following: football; golf; volleyball; cheerleading; basketball; baseball; softball; Art Club; Scholastic Bowl; school plays; Speech; Student Council; Future Farmers of America; Family, Career, & Community Leaders of America; National Honor Society; Foreign Language Clubs; Science Club; Student Advisory Council; and class officers.

### **CODE COVERAGE & EFFECTIVE DATES**

The provisions set forth in this Code of Conduct are in effect throughout the entire school year, twenty four hours a day, including weekends and holidays beginning at the point a student first becomes actively engaged in an extra-curricular activity or athletic program and ends when the school year concludes or the extra-curricular activity or athletic programs ends, whichever is last. The rules apply on and off campus whether misconduct occurs at school, at any school-sponsored activity, or any other location.

## **GENERAL PROVISIONS**

**PAPERS ON FILE:** All extracurricular participants must have an Extracurricular Code of Conduct Acknowledgement Form signed by both the student participant and parent on file in the office prior to participation in any extracurricular activity/s. Additionally, all athletes must have on file with the athletic director proof of personal insurance and a current physical examination (within the past year) before participating in any athletic activity/s.

**INJURIES:** All injuries must be reported to the coach/sponsor first. All such injuries must be documented on a school 'Injury Report' form by the coach / sponsor within three days and submitted to the building principal for the purpose of insurance and liability.

**ACADEMIC ELIGIBILITY REQUIREMENTS:** All junior high school participants in extracurricular activities will follow IESA eligibility requirements for the duration of their participation in such activity/s. Any junior high student receiving a failing grade on a weekly report, while a participant in an activity/s, shall become ineligible for the following week. Upon receiving a second ineligible status report (during the same activity/s), the student will be dropped from the extracurricular activity/s. (Students who are participating in year long activities {e.g. Student Advisory Council}, including cheerleading, will be allowed four ineligible reports before being dropped from the activity.) Junior high eligibility reports are based on quarterly academic performance.

All high school students participating in extracurricular activities will follow the eligibility requirements as stipulated in Board Policy 6:190 and 7:300. In order to be eligible to participate in any school-sponsored extracurricular activity, a student must be doing passing work in at least 30 credit hours (6 classes) of high school work per week. High school students failing to meet these criteria will be removed from the activity for one week. If they become ineligible a second time (during the same activity / athletic season), they will be removed from the activity. (Students who are participating in year long activities {i.e. Student Council, FFA, etc.} will be allowed four ineligible reports before being dropped from the activity.) High school eligibility reports are based on a student's cumulative grade for a given semester. All students who fail more than one course the preceding semester will be ineligible for the duration of the following semester.

**EQUIPMENT:** Equipment or uniforms may not be worn in gym class or elsewhere other than in regular athletic contests or scheduled practices. Uniforms may be worn as a team function upon the day of an event when approved by the coach/sponsor.

Students are responsible for all equipment and clothing issued to them or entrusted to them for their use. Damaged or lost articles must be paid for at replacement cost.

**SCHEDULED PRACTICES:** A student must secure permission for missing any scheduled practice or game from the coach/sponsor immediately involved. Any unexcused absence shall be cause for partial or total suspension from the squad. District policy will be adhered to for practice/activities on Sundays, Snow Days and School Holidays.

**ATTENDANCE REQUIREMENTS:** In order to participate in any extracurricular activity, a student must be in attendance at school for all afternoon classes on the day of the activity unless there is an excused absence. Such absences (doctor / dentist appointment, etc.) will require documentation and/or the approval of the principal.

Any unexcused absence on the part of a student will prevent that student from practicing/participating in the activity on the day of the unexcused absence and such absence from the activity shall be considered unexcused.

**TRANSPORTATION POLICY:** All extracurricular participants must ride school transportation to all events / contests. Participants may return from such activities with their parents provided the coach's / sponsors sign-out sheet has been signed and dated by the parent. Additionally, parents may pre-arrange for their child to ride home from away events with a specified adult by completing a Transportation Request form in the school office or in the presence of the coach. Exceptions for extenuating circumstances (i.e. medical appointment) may be approved by the administration.

**DRESS:** Students will be asked to dress neatly in order to represent Nokomis Schools in the manner they deserve. The coach/sponsor shall determine appropriate dress.

**TRAINING RULES:** Coaches/Sponsors may initiate training rules for students under their supervision. Rules of conduct for those participants will be defined below.

**MISCONDUCT:** Extracurricular activities participants should never engage in any act which may cast a negative light or bring disrespect upon the Nokomis School District. All acts of insubordination, noncompliance with school / staff rules and directives, disruptive behavior, vandalism, malicious mischief, misuse of transportation privileges, lawlessness, or breaking the general provisions outlined herein or in the activity rules as stipulated by coaches / sponsors, regardless of where they occur, may result in suspension or dismissal from the extracurricular organization, or other disciplinary action as may be recommended by the coach, sponsor, or administration.

#### **ALCOHOL, TOBACCO, MARIJUANA OR CONTROLLED SUBSTANCES**

*We believe that the use of alcohol, tobacco, illicit drug use, and/or substance abuse has no place in our extracurricular programs. Consequently, violations of this provision will accumulate over the course of a student's entire school career. Violations occurring while a participant in any junior high activity will accrue over the course of the participant's junior high years. All high school students will begin their high school careers with a clean record at the beginning of their freshman year.*

In all cases where the school district finds sufficient evidence of an extracurricular participant's possession or consumption of alcohol, substance abuse, or illegal / controlled substances, including drug paraphernalia, the student will be banned from all extracurricular activities for a specified period of time. Generally:

1. First time offenders: ATHLETIC EXTRACURRICULAR PARTICIPANTS (incl. cheerleading)
  - A. All participants (involved with an athletic program) guilty of a first violation will be suspended for 1/2 of a regularly scheduled IHSA/IESA competitive season. Suspensions will begin with the first scheduled contest following substantiation of a violation and be served in its entirety in contests succession.

If a student is not currently participating in an athletic activity at the time of the violation, the suspension will be served in its entirety during the next athletic season the student participates in. If a season concludes before a suspension has been completely served, the remaining percentage (of suspended games) will be applied to the next IHSA/IESA competitive season which the offending student participates in. For example: a student suspended for half a football season (9 games) would serve a 4.5 game suspension. If the season were to conclude with only three games having been served through suspension (3 divided by 4.5 = 66%, two thirds), the offending student would be suspended for the first one third (33%, one third) of the scheduled contests in the next athletic season in which they participate. If a school year ends before the suspension is served, the remaining suspension will carry over into the next school year.

Any first time offending participant (involved in an athletic activity) may, at the Principal's discretion, have their suspension reduced to 25% of scheduled contests by complying with either section 'B' or 'C' as stipulated below.

- B. Any participant involved with an athletic program (including cheerleaders) who self reports a controlled substance violation which he / she is guilty of within a 48 hour period of the violation may have their contests' suspension reduced to 25% of regularly scheduled IHSA / IESA contests. All self reports must be made directly to the head coach, athletic director, or principal within the 48 hour period.

Suspensions will begin with the first scheduled contest following substantiation of a violation and be served in its entirety in contests succession. If a student is not currently participating in an athletic activity at the time of the violation, the suspension would be served in its entirety during the next athletic season the student participates in. If a season concludes before a suspension has been completely served, the remaining percentage (of suspended games) will be applied to the next IHSA/IESA competitive season which the offending student participates in. If a school year ends before the suspension is served, the remaining suspension will carry over into the next school year. See example in 'A' above.

- C. Any participant of an athletic activity (including cheerleaders) guilty of a controlled substance violation who voluntarily participates and completes a district approved substance abuse program (i.e. *Substance Abuse Awareness Class @ Montgomery Mental Health Department*) may have their contests' suspension reduced to 25% of regularly scheduled IHSA / IESA contests. Athletes (including cheerleaders) are responsible for all costs incurred through such programs. Documentation of enrollment, continued progress (attendance) and completion in the class must be provided. Failure to complete the program as agreed (between athlete and school) will result in suspension of 50% of scheduled IHSA/IESA contests.

Suspensions will begin with the first scheduled contest following substantiation of a violation and be served in its entirety in contests succession. If a student is not currently participating in an athletic activity at the time of the violation, the suspension would be served in its entirety during the next athletic season the student participates in. If a season concludes before a suspension has been completely served, the remaining percentage (of suspended games) will be applied to the next IHSA / IESA competitive season which the offending student participates in. If a school year ends before the suspension is served, the remaining suspension will carry over into the next school year. See example in 'A' above.

Participation in practices during any athletic/activity suspension period will be at the sole discretion of the head coach.

For the purpose of calculating game suspensions (% of season), all scheduled tournaments will be counted as two games toward the total for the season.

#### First time offenders: NON-ATHLETIC EXTRACURRICULAR PARTICIPANTS

- A. All extracurricular participants of non-athletic activities guilty of a first violation of the controlled substance policy will be suspended from all extracurricular (non-athletic) activities for a period of nine weeks. The suspension will begin immediately after substantiation of a violation and continue from that date forward for nine weeks. During a suspension period such participants may not attend (meetings) or in any other way affiliate with extracurricular activities (events, trips, etc.). If a school year ends before the suspension is served, the remaining suspension will carry over into the next school year.

Any first time offending extracurricular participant (non-athletic activity) may, at the Principal's discretion, have their suspension reduced to four weeks by complying with either section 'B' or 'C' as stipulated below.

- B. Any extracurricular participant (non-athletic activity) who self reports a controlled substance violation which he/she is guilty of within a 48 hour period of the violation may have their suspension reduced to 4 weeks from the date of the violation. All self reports must be made directly to the activity sponsor or principal within the 48 hour period.

The suspension will begin immediately after substantiation of a violation and continue from that date forward for four weeks. During a suspension period a participant may not attend (meetings) or in any other way affiliate with extracurricular activities (events, trips, etc.). If a school year ends before the suspension is served, the remaining suspension will carry over into the next school year.

- C. Any extracurricular participant (involved in a non-athletic activity) guilty of a controlled substance violation who voluntarily participates and completes a district approved substance abuse program (i.e. *Substance Abuse Awareness Class @ Montgomery Mental Health Department*) may have their activities' suspension reduced to four weeks. Extracurricular participants are responsible for all costs incurred through such programs. Documentation of enrollment, continued progress (attendance) and completion in the class must be provided. Failure to complete the program as agreed (between athlete and school) will result in suspension from all non-athletic activities for a duration of nine weeks from the date the violation was substantiated by school personnel. If a school year ends before the suspension is served, the remaining suspension will carry over into the next school year.

Individuals who are both athletic and non-athletic extracurricular activity participants who violate this controlled substance policy will be sanctioned concurrently with both the athletic and non-athletic stipulations as outlined above.

2. Second time offenders:

All participants (athletic and non-athletic activities) who violate the provisions of this controlled substance policy a second time will be banned from all extracurricular participation for a period of one calendar year from the date of the infraction.

3. Third time offenders:

Any participant (athletic and non-athletic activities) guilty of a third violation of the provisions set forth in this controlled substance policy would nullify their participation in extracurricular activities for the remainder of their school career.

FELONIES, THEFTS, ASSAULTS, BATTERY

Any participant who represents the district, and who has been charged by legal authorities with a felony, theft, assault or battery, shall be suspended from the activity pending disposition of the case. If found innocent, or the charges are dropped, the individual shall be reinstated. If found guilty, the participant shall be removed from the activity for the remainder of the season or for thirty (30) school days, whichever is for the greater time period.

SUSPENSION POLICY

Students who are suspended from school for one or more days due to a violation of school rules shall be unable to participate in extracurricular activities on the day/s they are suspended. Student participation in

extracurricular activities may also be limited or denied due to violation of the provisions herein or the individual activity rules / bylaws as prescribed by the coach / sponsor. Total suspension shall cause forfeiture of athletic awards, letter, and acknowledgements for the activity during which suspension occurred.

#### DISCIPLINE CONSEQUENCES(Except concerning alcohol, marijuana, or controlled substance)

When a rule's infraction (Code, Activity, or School) occurs, the issuance of a discipline consequence may be determined at the discretion of the coach / sponsor and may involve consultation with the athletic director and/or principal. Multiple consequences (e.g. from the principal and from the sponsor / coach) are permissible. Coaches and sponsors are to report all rules infractions and consequences promptly to either the athletic director and/or principal.

#### DISCIPLINARY PROCEDURES & DUE PROCESS

All activity sponsors and coaches will monitor their individual programs and implement stated policies with regard to this code and their specific rules and/or bylaws. Investigation of possible code / rules violations will necessitate communication and cooperation between sponsors, coaches, the athletic director, and/or principal. For violations involving athletic activities (including cheerleading), the athletic director should be apprized and/or involved in any investigation. With all violations involving non-athletic extracurricular activities, the principal should be contacted and/or involved during the investigative process. In all investigative matters, the student participant whom is alleged to have committed a violation must be made aware of the offense against them and given the opportunity to explain before any disciplinary consequences may ensue. Whenever a violation will result in a participant's disciplinary suspension from an activity, parents must be notified expeditiously and written documentation provided within three school days, such documentation will detail the violation, length of the suspension, and the appeal process.

#### DISCIPLINARY APPEALS

In all matters relating to the disciplining of a student / participant, parents have the right to a review of disciplinary action against their child before the Nokomis Board of Education. Such requests should be made within five days upon receipt of official documentation of disciplinary consequences to the Office of the Superintendent, 511 Oberle, Nokomis, IL 62075, 563-7311.

#### SUPPLEMENTAL RULES/AWARDS

Individual activity coaches and sponsors will devise specific rules or bylaws for their respective programs. Such rules / bylaws will explicitly detail program (participant) expectations with regard to behavior, attendance, awards / lettering criteria, and disciplinary consequences for violations. Written copies of all extracurricular activity rules and/or bylaws will be submitted to the principal and athletic director before organizational activities may begin. All coaches and sponsors will disseminate written copies of their respective rules / bylaws to all program participants at their activity's first organizational meeting. Nothing will prohibit coaches / sponsors from creating additional rules as needed during the course of their activity/s. However, such additional rules will not be enforceable until written dissemination to all participants, athletic director, and administration has occurred.

### **Acceptable Use Policy**

It is the goal of Nokomis CUSD #22 to provide safe and appropriate educational use of the Internet and technology so that learning may be enhanced. Advances in technology continue to change the way we communicate. From offices, schools, and homes we are able to traverse electronically all over the world to gather information and communicate across the globe. These informational networks represent a universal educational resource. Therefore, rules and their consequences have been established.

### Network

1. All use of the system must be in support of education and research and consistent with the mission of the district. District reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited.
3. Intentional disrupts of network traffic, attempts to crash the network or connected systems, or degrade or disrupt equipment or system performance are prohibited.
4. The system constitutes public facilities and may not be used to support or oppose political candidates.
5. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.
6. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
7. Use of the district's computing resources for fraud are prohibited.
8. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material is prohibited.
9. Use of the system to access, store, or distribute obscene or pornographic material is prohibited.
10. Using **any** means to bypass the content filter is prohibited.

### Security

11. System accounts are to be used only by the authorized owner of the account for the authorized purposes. Users may not share their account username or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
12. Users shall not seek information on, or use passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
13. Users should avoid easily guessed passwords.

### Personal Security

14. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult.
15. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.

16. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

#### Copyright

16. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited.

#### General Use

17. Diligent effort must be made to conserve system resources. For example, users should delete unused files. Wasting of school resources through excessive printing or playing non educational games are prohibited.
18. A signed Acceptable Use Policy must be on file with the district. Students must have the approval of a parent or guardian.
19. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.
20. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting for delays, nondeliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
21. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
22. Use of social media websites for educational purposes is allowed under direct supervision of a teacher. Students are educated on what is appropriate and responsible online behavior.
23. Students must obtain permission from technology coordinator before downloading or installing software.

From time to time, the district will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes, the district reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity. Violation of any of the conditions of use may be cause for disciplinary action. Users should notify the technology coordinator of any security problems.

#### Level One Infraction

1. giving out any personal information or misinformation about yourself or others on the Internet (names, addresses, phone numbers, pictures, credit card numbers, social security numbers, etc.)

### Level Two Infractions

1. attempting to bypass the content filter or network security
2. viewing or posting any of the following:
  - a. obscenity or profanity
  - b. pornography
  - c. threatening, defamatory, or harassing material
  - d. illegal material
  - e. cyber bullying
3. vandalism: deliberate destruction of data, software, or hardware
4. logging in as another user / attempting to use someone else's credentials

### Consequences for Level One Infraction:

1<sup>st</sup> offense: detention and verbal warning

2<sup>nd</sup> offense: office referral, notification of administration and tech person,  
student's privilege of system usage is suspended, revoked, or limited,  
student placed on probation after suspension is complete

### Consequences for Level Two Infraction:

1<sup>st</sup> offense: meeting with administration, teacher, tech person, parent/guardian, and student.

Any one of a combination of the following: detention, office referral, limited, suspended, or revoked system privileges, removal from class for a period of time

2<sup>nd</sup> offense: permanent removal from class, long term removal of privileges for access to the system, possible criminal charges

