PHILOSOPHY

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

MISSION STATEMENT

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

VISION STATEMENT

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

DISCLAIMER

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

Adopted by North Clay Unit # 25 Board of Education

May 22, 2025

CONTACT INFORMATION

School District: North Clay Unit District #25

Superintendent: Keith Price

School Name: North Clay Elementary - Jr. High School

Principal: Ben Borries

Asst. Principal: Rich Grubaugh

Special Ed. Coordinator: Audra Grubaugh

Address: 550 South Route 45
Louisville, IL 62858

Telephone: 618-665-3393

Fax: 618-665-4803

Internet: www.northclayschools.com

Facebook: Follow NCCUSD#25 for news and announcements.

X : Follow NC on X @CUSD25

Text Alerts: NC GS/JRH text alert information is available in the school office.

Grades: Pre-K to Eight

Mascot: Indians

Colors: Red and White

SCHOOL SONG

Loyal and true

We pledge allegiance to you

This is our motto

We are one for all and

all for alma mater

Here's to our school

and long on high may she rule

Forever more you will find us

Always loyal and true

CHA-HE, CHA-HA, CHA-

RAH! RAH! RAH!

North Clay Indians

RAH! RAH! RAH!

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ADMISSION AND ATTENDANCE

A. ADMISSIONS

BIRTH TO THREE: The Birth-to-Three program is provided by the Clay County Health Department. To be eligible to participate, a student must be between the ages of newborn to 3 years (not eligible for Pre-Kindergarten). Call 618-662-4406 for more information.

PRE-KINDERGARTEN: To attend Pre-Kindergarten, a student must have been tested at Preschool screening and must meet established criteria. He/she must be between the ages of 3 and 5 (not eligible for Kindergarten). The school must have a certified birth certificate on record. The student must also have a physical examination by a physician licensed to practice in all of its branches, immunization records, lead screening, and proof of family income as required by the state must all be on file.

KINDERGARTEN: To attend kindergarten a student must have attained the age of five (5) on or before September 1 of that year and must have proof of age by presenting a certified birth certificate at the time of registration. The student must also have a physical examination by a physician licensed to practice in all of its branches. Dental and vision examinations are also required. The examination(s) shall be conducted within one year prior to the entering of school at North Clay Unit # 25.

FIRST GRADE: To attend first grade a student must have attained the age of six (6) on or before September 1 of that year or must have completed kindergarten in order to be eligible to enroll in first grade. If a student has not attended kindergarten or school in another district, the student's first enrollment must be at the kindergarten level. Students without previous school experience will not be permitted to enroll in first grade until they have completed kindergarten.

PHYSICAL EXAMINATIONS: Students entering kindergarten, sixth and ninth grades must present proof of a physical examination or proof of an appointment by a physician licensed to practice medicine in all of its branches by October 15.

DENTAL EXAMINATIONS: Students entering kindergarten, second, and sixth grades must present proof of dental examinations by a licensed dentist.

IMMUNIZATIONS: Proof of current immunizations is required of all students. All students entering the District's schools for the first time shall provide the School Nurse or his designee with proof of immunization from disease as required by state law prior to October 15. All students entering 6th grade must show proof on record of receiving the following: meningococcal shot, one dose of Tdap, and two doses of the Varicella (Chickenpox)vaccine.

MCKINNEY-VENTO STUDENTS: Any McKinney-Vento student shall be immediately admitted, even if the student or student's parent/guardian is unable to produce records normally required for enrollment.

TRANSFER STUDENTS: A student transferring into the district is required to furnish a transcript, health record with complete immunization records and a Letter of Good Standing from the former school. If proof of immunization is not provided, the student's admission shall be delayed until such time that proof is presented to the district. Whenever possible, a transfer student will be placed at the same grade level held in the previous school. However, a home-schooled student will be tested to assist in proper placement. Students must be in compliance with all admission and information requirements. Also, students transferring into the district within one week of a scheduled field trip may not be eligible to attend the field trip, at the discretion of the administration.

TUITION STUDENTS: Tuition students living outside the North Clay Community Unit boundaries will be required to pay a tuition fee based on the per-capita cost of the previous school year and figured by Illinois Office of Education. No student paying tuition shall be admitted to any classroom when the facilities are sufficient to accommodate only the students who are residents of the district.

B. ARRIVAL AND DEPARTURE FROM SCHOOL GROUNDS

North Clay Elementary/Jr. High School has a closed campus policy. Students are to enter the building immediately and go to the gym. Students will be allowed to go to the cafeteria for breakfast after 7:45. Students who are not eating breakfast will be dismissed from the gym at 8:00 to report to their homerooms. **Parents/guardians are requested not to deliver their children to the Elementary/Jr. High School prior to 7:45 a.m., at which time the building will be unlocked.** All students shall remain at school during their lunch time and are not permitted to leave the school grounds without approval of the building principal. If transportation changes are made, the destination must be on a regularly established bus route.

Pre-Kindergarten: Morning session:
Drop-off:8:00 a.m.
Pick-up: 10:45 a.m.

Pre-Kindergarten: Afternoon session:
Drop-off: 12:30 pm
Pick-up: 3:05 p.m.

Kindergarten-8th grade:
School begins: 8:15 a.m.
First dismissal: 3:05 p.m. (walkers, parent pick-up)
Last bell: 3:15 p.m.

Students participating in extracurricular practices will be dismissed at the last bell.

If a student brings a note, if a parent/guardian calls, or if a parent/guardian stops by the school office requesting a student be picked up by a parent/guardian or a relative at the close of the school day, the student and his/her teacher will be informed to dismiss the student at the walker's bell (normally 3:05 p.m.). For safety reasons, parents/guardians are to drop off and pick students up at the front of the Elementary/Junior High building ONLY. This does not include the Jr. High entrance or the Commons.

The road behind the Elementary and Jr. High buildings (which connect the grade school campus with the high school campus) shall be restricted to school bus traffic. For their own safety, students who walk to and from school should not use this road. Except for school buses, the

use of this road is prohibited before school, during school hours, and during dismissal times. For safety reasons, no K-8 student will exit the bus at the high school.

C. VISITORS

Parents/guardians, school officials, and other visitors are always welcome in our school. All visitors must sign-in and receive permission from the principal's office prior to entering the building, so that there is a record of everyone who is present in the building. Social visiting in the school is not permitted, and students are instructed not to invite their friends living out of district to come to school.

D. ATTENDANCE INFORMATION

School attendance is compulsory under Illinois law. Parents/guardians who permit their children to be absent without valid excuses are in violation of the law.
Excessive absences and tardiness are very serious matters. Each has a direct relationship to the quality of education, as well as to the development of habits that will continue through the students' remaining school and work years. The state law is quite clear that it is the responsibility of the PARENT/GUARDIAN to have his/her child in school attendance daily.

PROCEDURES FOR ABSENCES (EXCUSED/UNEXCUSED)

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

1. Parents/guardians are required to phone school by 9:00 a.m. on the day of the absence.

2. Students must present a written excuse from the parent/guardian ON THE DAY OF RETURN to school. **If no parent/guardian has phoned or no written excuse is delivered that day, the absence will automatically be recorded as unexcused. Unexcused Absences may be zeroes in the gradebook.**

Students are allowed **8 excused** days with parental confirmation without a doctor's note. If a doctor's note is presented, then that does NOT count towards the 8 absences with parental confirmation. The doctor's note must be presented within 24 hours of returning from an absence in order to be considered excused.

ABSENCES

MENTAL HEALTH DAY: Public Act 102-0321 (Senate Bill 1577) amends the compulsory attendance article of the School Code by allowing students to take up to five mental or behavioral health days per year. A student is not required to provide a medical note and must be given the opportunity to make up any schoolwork missed during such absences. Following the second mental health day, a student may be referred to the appropriate school personnel.

EXCUSED: The following are examples of excused absences: illness of the student, illness within the immediate family, death in the immediate family, marriage in the immediate family, family military leave, church holiday, urgent family plans, and dental/medical appointments. Students will be given 1 day for each day absent to turn in makeup work.

UNEXCUSED: The following are examples: hunting, fishing, shopping trips, work, babysitting, oversleeping, car trouble, concerts, failure to check absences through the office. These may be counted as zeroes in the gradebook.

HALF DAY: The half day mark for attendance is 11:30 a.m. **Students must be in attendance at least the last half of the day in order to attend after-school activities.**

LATE (TARDY): If entering the classroom after 8:15 AM, leaving the building before 3:05 PM or any portion of the day, a student will be considered tardy (late). A student will be counted late (tardy) if absent for any part of the day less than one-half. (Examples of unexcused reasons include: late, oversleeping, car trouble, hunting, fishing, shopping trips, work, babysitting, concerts.)

Junior High Students will be given consequences for repeated tardiness to school.

1st Tardy - Warning
2nd Tardy - Warning and a phone call home.
3rd Tardy - Lunch Activity Detention

4th & More Tardies - Full Lunch Detention

PREARRANGED ABSENCES: Parents need to contact the Principal's office at least a week prior to an extended absence to verify that it will be an excused absence.

TRUANCY

Parents have the responsibility for requiring and promoting their child's regular attendance, the first step in achieving academic success. Students are required to attend school daily unless they are ill. **The law requires a parent/guardian to call the school by 9:00 a.m. if a child is absent.** This call is the parent's/guardian's responsibility. State law requires school officials to report chronic tardiness and/or excessive absenteeism to the truancy officer. If a student has been absent excessively, a referral will be made to the truancy officer. *Truancy* is usually defined as an unexcused absence from school. If a student is chronically or habitually truant as defined by the local school district, action may be taken against the parents/guardians of the student. If parents/guardians fail to send their child to school after they are notified of the truancy, the parents may be found guilty of Class C misdemeanor. Truancy is considered chronic if a student misses 5% of the days in session. In the case of truancy, parents/students will be referred to the Truancy Review Board. After the 3rd unexcused absence, a letter may be sent home to remind families of the truancy policy. After the 6th unexcused absence, a meeting may be set up at the school with the ROE truancy officer. After the 9th unexcused absence, the student and parents/guardians may be called in front of the truancy review board for a hearing. Students may also be ineligible to attend field trips, at the discretion of the administration. (see promotion/retention section)

E. SCHOOL CLOSINGS

The necessity for the emergency closing of all attendance centers is usually caused by inclement weather making transportation too dangerous. In the case of weather conditions making transportation dangerous, the decision to close school will be made by the superintendent. If possible, this decision will be made before 6:30 a.m.

Information regarding school closings will be announced on WNOI FM 103.9. An announcement will also be made through the school notification system. The Parent Portal in our TeacherEase system and the school website (www.northclayschools.com) can be used for updates, as well. Please give the office your email address to access this system.

F. CLOSED CAMPUS

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

ATHLETICS

A. RULES FOR BALL GAMES (SPECTATOR CONDUCT)

1.) Stand at attention, remove hats, and place your right hand over your heart when the National Anthem is being played.
2.) Booing is poor sportsmanship and will not be tolerated.
3.) Do not stomp the bleachers
4.) Do not scuffle during the game.
5.) Students will be permitted to leave the gym for refreshments only at half times and between games.
6.) Cross the floor only at the end of the gym.
7.) **Students will not be permitted to loiter in the halls or restrooms during the game.
8.) Students are asked not to throw paper or any other objects on the floor or at each other while in the gym.
9.) Only cheerleaders may get on the floor to lead cheers.
10.) NO SMOKING/VAPING IS ALLOWED ON SCHOOL GROUNDS.
11.) Students must be in attendance more than one half (11:30a.m.) of the school day in order to participate in ball games or other school activities.
12.) Students should make arrangements for their parents/guardians to pick them up after the game.
13.) Board policy regarding spectator conduct will be enforced consistently.
14.) No conceal-carry weapons in school.

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

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

D. ATHLETIC/EXTRA-CURRICULAR PARTICIPATION -- (Refer to the North Clay CUSD #25 Athletic Code): Athletic eligibility will be a yearlong accumulation of grades. Students will have a 15 day grace period at the beginning of first semester regarding eligibility.

AWARDS

CHORUS, BAND, AND ACADEMICS

SCHOLASTIC ACHIEVEMENT AWARD: A certificate is presented to each eighth grade student who, during his/her combined sixth, seventh, and eighth grade years, has maintained an A- (94%) or better grade average.
ROTARY CLUB AWARD: The Rotary Club Scholarship award will be given each year on the basis of criteria established by the local Rotary organization.
AMERICAN LEGION CITIZENSHIP AWARD: The American Legion Citizenship Award is presented by the Louisville American Legion Post to one student and a runner-up who possess outstanding courage, honor, leadership, patriotism, scholarship and service. The method of selection of the recipients of these awards shall be as follows: A list of all eighth grade class members shall be distributed to each eighth grade student. Students will then be instructed to circle the names of ten classmates. Jr. High teachers will make the final selection from a list of the top ten students with the greatest point value.

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

BOOK RENTAL / LOSS / DAMAGE

BOOK RENTAL: Textbooks, workbooks, library materials, and chromebooks(devices) used by students are the property of the school district. Students in grades K - 8 are charged a book rental fee. Book rental should be paid the first day a student attends school. The building principal must approve book rental fees not paid at this time. Transfer students (in or out) will have their book rental pro-rated on the basis of one- fourth for each quarter in which the student attends. Textbook fees may be waived if gross household income meets the federal guidelines for such a waiver. The use of false information to obtain such a waiver is a felony under Illinois law.
LOSS OR DAMAGE: Any student who damages or loses a textbook will be assessed a reasonable pro-rated fee which must be paid in that school term for the replacement or repair of the book. The assessment is at the discretion of the faculty and administration. A replacement fee of $5.00 per agenda will be charged.

CAFETERIA

A. LUNCH / BREAKFAST PROGRAM
The goal of every school lunch program is to serve nutritionally adequate, attractive and moderately priced lunches. The administration is responsible for making certain that school lunches meet USDA requirements. The nutritional goal for school Type A lunches is to furnish in excess of one third of the recommended daily dietary requirement for children within the various age groups. Type A lunches require milk to be placed on the tray unless the student has a doctor's excuse for a milk allergy. It is the responsibility of parents to obtain a doctor's script for this. Food portions vary for different age groups. Parents/guardians will be notified at the beginning of each school year concerning breakfast and lunch prices.
Information concerning conditions of eligibility for free or reduced lunch and application forms for such will be provided at the time of registration. Parents/guardians who feel they qualify for free or reduced price lunches for their children should complete the application form and return it to the building principal immediately. The school district will verify the information on the application. Deliberate misrepresentation of the information may be subject to prosecution under State and Federal laws. Pupils/guardians who are eligible for either free or reduced lunch are also eligible for free or reduced breakfast.

B. FOOD, DRINKS, CANDY, AND GUM

The school provides a Type A school lunch that students may purchase. Students may bring lunch from home, and milk may be purchased in the cafeteria for an additional charge according to our fee sheet. We ask that parents/guardians wishing to bring treats to school for their child's class please contact the classroom teacher so a time can be scheduled to have the treat in the cafeteria. Additionally, the school asks that only pre-packaged foods or commercial bakery products be brought for class parties. Gum chewing is not allowed in the school building during the school day, unless approved by a staff member.

CELL PHONE/ELECTRONIC DEVICE POLICY

Students are not to have any smartphone, smart device, cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device out during the day, nor have them turned on. Use of these devices are not permitted while inside the building or walking to/from the bus. The only exception will be use of a permitted device identified in a student's individualized education program (IEP). On the first offense, the device will be confiscated to the office, and returned to the student at the end of the day. On the second offense, and each subsequent offense, the device will be confiscated to the office, and returned only to the parent/guardian at the end of the day AND the student will receive a conduct referral (Level II). If a student is caught using any device to capture video or photographs while in a restroom or locker room, the device may be confiscated to the office and returned only to the parent/guardian at the end of the day; AND the student may receive a suspension of 1 to 10 days depending on severity.

CIVIL RIGHTS/EQUAL OPPORTUNITIES

A. NONDISCRIMINATION AND EQUAL OPPORTUNITIES

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

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

B. CIVIL RIGHTS GRIEVANCE PROCEDURE

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

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

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

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

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

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

C. EQUAL EDUCATIONAL OPPORTUNITY

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

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

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

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

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

D. HARASSMENT/BULLYING/HAZING/COERCION

Bullying is a person or persons of greater power who repeatedly take(s) unfair advantage of a less powerful person or persons. **Student harassment, bullying, hazing, or coercion in any form (peer to peer, adult to peer, peer to adult) will not be tolerated**. A formal complaint form can be filed by a student and/or parent. These forms and the bullying policy are available in the office or on the school website. All allegations will be investigated thoroughly and handled in an appropriate manner. Action, if warranted, will be taken and in accordance with Board policy and Illinois law.

E. HARASSMENT/SEXUAL

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

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

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

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

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

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

2. Allegations Made Against Employees: The superintendent shall interview the employee or agent of the district as soon as possible after an allegation of sexual harassment was made against the employee or agent. The superintendent is responsible for investigating allegations of sexual harassment and will keep the Board informed of all developments. The employee may be suspended pending an investigation and, if the allegations are substantiated, the employee may be subjected to disciplinary measures, including suspension and dismissal. District action shall be in accordance with Illinois law.

3. Investigation Process: The Superintendent will immediately conduct an investigation once he/she receives a report of an alleged sexual harassment.

COMMUNICATIONS

A. TELEPHONE USE

Student use of the phone will be limited to school related concerns or emergencies. Students will be allowed to minimally use the office phone for lunches, homework/agenda, PE clothes/athletic uniforms, or band instruments – strictly limited to the principal's discretion. Meetings, ball games, and practice schedules should be posted where they can be discussed before a student leaves for school.

B. TECHNOLOGY USE AND INTERNET ACCESS

Inappropriate use of the computers, such as going into the server, games, etc., will be considered gross misconduct. Students are only allowed to access their school email while at school. Each student or school personnel wishing to access the Internet must have a completed Acceptable Use Policy on file. Access to the Internet must be for the purpose of education or research, and must be consistent with the educational objectives of the school. Unacceptable use of the Internet will result in the elimination of the privilege of using each. Parents/guardians will be notified. Some examples of unacceptable uses are using the Internet for any illegal activity, unauthorized downloading of software, downloading copyrighted material, using the network for private or commercial gain, wastefully using resources such as file space, gaining unauthorized access to resources invading the privacy of individuals, using another's password or account, posting materials authorized or created by another without his/her consent, accessing social media, posting to social media and posting anonymous messages.

DISCIPLINE

Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds, which are owned or leased by the Board of Education and used for school purposes and activities. In all matters relating to the discipline in and conduct of schools and the school students, they stand in the relation of parents/guardians to the students. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the students in the absence of their parents/guardians. A teacher may use reasonable force as needed to maintain safety for the other students. A teacher may remove a student from the classroom for disruptive behavior and must include provisions, which provide due process to students. (105 ILCS 24-24)

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

A. DRESS CODE

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

Generally, acceptable dress for both boys and girls should be in good taste. There will be full shirts with no skin exposed from the shoulder to the top of the pants or skirts. Skirts/shorts have to be mid-thigh length – no shorter than a 4 inch inseam (no Sophie shorts). **This also applies to PE clothes and to those worn for extracurricular practices.** Jeans with holes above the 4 inch inseam are considered unacceptable (unless the student is wearing leggings under the jeans). No pajama pants or slippers are allowed, unless a special occasion approved by the principal. If wearing leggings/tights, a skirt, shorts, or mid-thigh shirt must be worn over the leggings/tights. Sleeves must be worn on both shoulders (minimum of a cap sleeve). Crop tops (half-tops), tube tops, see-through clothing, halter tops, fishnet tops, spaghetti straps, and tank tops are not allowed for any age. It is mandatory that shoes or sandals be worn for reasons of safety and sanitation. Head wear (sunglasses, caps, hats, visors, bandanas, hoods on sweatshirts, etc.) must be removed upon entering the building.

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

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

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

Each student must have separate clothes to be worn for physical education class ONLY. This should include the school issued gym shorts and t-shirts and self-selected athletic socks, and shoes for the gym floor.

C. TOBACCO / SMOKING / ALCOHOL / DRUGS

Being under the influence of, or possession of tobacco products, vaping devices, lighters, electronic cigarettes, alcohol, drugs, drug paraphernalia or use of any of the aforementioned items on school premises or school-sponsored trips is strictly forbidden and may result in a disciplinary action.

D. CODE OF CONDUCT

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

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

E. LEVEL I ACTS OF MISCONDUCT

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

F. LEVEL II ACTS OF MISCONDUCT

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

A. Failure to dress appropriately, (refer to dress code)
B. Poor conduct in the lunchroom
C. Bullying (pre-fight conditions)/Harassment
D. Lying to school personnel
E. Talking back or showing disrespect to school personnel
F. Inappropriate physical contact
G. Damage to another student's property/school property
H. Spitting on or at another student or school personnel
I. Throwing inappropriate objects
J. Failure to comply with reasonable teacher requests
K. Public display of affection
L. Deliberately skipping classes
M. Defiance of school and classroom rules
N. Cell phone/Electronic device infraction (second offense and thereafter)
O. Inappropriate language

G. LEVEL III ACTS OF MISCONDUCT

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

A. Arson
B. Extortion
C. Fighting
D. Gang activities
E. Obscene or profane language, gestures, or handwritten material toward a student or school personnel
F. Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property
G. Possession and/or sale of stolen property
H. Possession/viewing of pornography (including electronic images or text)/printing inappropriate computer-generated pictures or text
I. Possession, use, or under the influence of alcohol

J. Possession or use of weapons
K. Possession, use, or sale of controlled substances (drugs) and/or drug paraphernalia
L. Pulling a fire alarm/calling 9-1-1
M. Skipping school
N. Stealing
O. Threats to persons or property
P. Possession, use, or sale of tobacco products (including vapes, electronic cigarettes, etc.)
Q. Vandalism
R. Pornography, explicit images or videos, including sexting or sharing from any device (Possession; distribution)

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

DUE PROCESS

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

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

• The suspending school official shall give the student oral or written notice of the charges and evidence to support the charges.

• If the student denies the charges, an opportunity shall be given to the student to present an explanation in conference with the suspending school official. The school official shall then inform the student whether or not the suspension is to be imposed. The court also stated that a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases the requirements of notice and hearing shall follow as soon as possible.

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

A. IN-SCHOOL SUSPENSION:
**The in-school suspension program is an alternative for the student who is in serious trouble with his/her teachers or school officials. Assignment to the program is an alternative to out-of-school suspension. The program isolates the student from the mainstream of school activity, but does not relieve him/her of the obligation to continue his/her studies. **Students are given restroom privileges - one in the morning and one in the afternoon at different times than the normal passing time. Lunch is eaten in the suspension room during normal lunch periods. All other privileges related to school are withdrawn, academic as well as extra-curricular, until the expiration of the suspension period. **In an atmosphere of complete silence, students are expected to study and complete the class assignments as assigned by their classroom teachers. Upon SATISFACTORY COMPLETION OF THE ASSIGNED SUSPENSION, the student will return to normal school activity and all school privileges are restored. **Students will be required to turn in work missed during the period of suspension.

B. OUT-OF-SCHOOL SUSPENSION:
The Board of Education authorizes suspension of students who commit Level II and III Act of Misconduct. Out- of -School suspensions may range from one (1) to ten (10) days, depending on the nature of the violation. Students will be required to turn in work missed.

C. **EXPULSION:**
Suspension from school is used as a penalty for various infractions of school rules. After a student receives 3 suspensions, his/her case may be referred to the school board for an expulsion hearing. This does not mean that a student must have accumulated 4 suspensions in a school year before their case will be presented. If the offense is particularly grave, the case can be referred to the board at its next scheduled meeting. Parents/guardians and all other concerned parties will be informed in writing of the board's decision. When the board has expelled a student he/she may be readmitted only by the board or in the manner prescribed by it. Students will not be allowed to make up missed work. A student may be expelled only by the Board of Education upon recommendation of the Superintendent for reasons of gross disobedience, misconduct, or violation of school rules or regulations based on sufficient evidence. Expulsion shall take place only after the parents/guardians have been

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

D. GENERAL GUIDELINES FOR DETENTIONS, SATURDAY SCHOOL AND IN/OUT OF SCHOOL SUSPENSION

1ST DETENTION
2ND - 4TH DETENTION
Subsequent detentions may result in the following: Saturday School, In School Suspension, or another alternative action.

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*Administration may require students to appear before the Board of Education as they deem necessary.
**These guidelines are to be followed at the discretion of the administration.

SATURDAY SCHOOL EXPECTATIONS

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

THE FOLLOWING OFFENSES MAY BE CONSIDERED FOR SUSPENSION AND POSSIBLE EXPULSION FROM SCHOOL FOR A PERIOD UP TO TWO CALENDAR YEARS:

Bomb Threat
Threats of Violence
False Fire Alarm
Assault/Battery of Staff Member
Weapons (Possession/Use)
Illicit Drug or Alcohol Usage/Possession, Under the Influence, Selling of Explosive Device

ILLICIT DRUGS/ALCOHOL/POSSESSION/USAGE/DISTRIBUTION

The possession, use, distribution, sale, purchase, being under the influence of any narcotic drug, cannabis, inhalant, hallucinogenic drug, amphetamine, intoxicant, stimulant, depressant, K-2, look-alike drugs, designer drugs, alcoholic beverages, drug paraphernalia, or any controlled substance are not permitted at school, on campus, on school buses, at school bus stops or any school-sponsored activity, either on or off campus. Prescription drugs not belonging to the individual possessing them are prohibited.

DISCIPLINARY ACTION

A student found in violation of this policy may be suspended out of school for up to ten (10) days. Parents or guardians will be notified. Furthermore, police officials will be contacted. The Administration may recommend a one or two-calendar year expulsion period, dependent upon the severity and circumstances involved. The North Clay Board of Education will conduct a hearing and will make a determination on a penalty.

The expulsion period could be reduced by administration/Board of Education contingent upon the review of progress and completion of a substance abuse program, if offered. This program may or may not be offered based upon the severity of the act and safety of all students. If offered, and if the student and parent/guardian choose to participate, both must agree to the following:

1. A forty (40) hour substance abuse program through an approved program or agency* (Pre-approved by administration/board).
2. *Proof of successful completion of the substance abuse program must be submitted to the administration before the student will be allowed to enroll in Unit North Clay CUSD #25 Schools.
3. THE COST OF THE ASSESSMENT AND ALL COUNSELING WILL BE THE TOTAL RESPONSIBILITY OF THE STUDENT AND/OR PARENT/GUARDIAN.

DIRECTORY INFORMATION

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

FIELD TRIPS

It is the local school district policy that educational field trips be permitted. All field trips require written permission from parents/guardians for a student to participate. All students attending field trips must have current emergency information on file in the nurse's office.

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

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

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

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

Student discipline referrals and consequences shall accumulate for the entire school year. Students who **accumulate** – 1 or more out-of-school suspensions, 2 or more in-school suspensions, 5 or more discipline incidents that result in consequences, or 4 or more unexcused absences **will not** attend **school** field trips. 3 tardies count toward 1 unexcused absence.

Jr. High students must be passing all classes in order to attend co-curricular field trips (Art, Band, Chorus). The Principal has case-by-case discretion for students attending various field trips

GENERAL INFORMATION

A. LOST AND FOUND

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

B. PICTURES AND YEARBOOK

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

A North Clay Elementary/Jr. High School yearbook is published yearly. This yearbook will include groups, organizations, athletic teams, cafeteria, classrooms, and individual pictures of every elementary student and teacher in the unit. The yearbook may be purchased by any student, parent/guardian, or teacher who places an order and pays for the annual prior to the announced date. The purchase price is determined by the actual cost of the yearbook.

C. SELLING ITEMS AT SCHOOL

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

D. DRINKS AND BOTTLES

Drinks and bottles carried into school in a container should have a secure lid so they cannot be spilled and should contain water only. No soda or open containers are acceptable.

E. VALENTINE'S DAY DELIVERIES

Valentine's Day deliveries will not be permitted for students (examples include: flowers, balloons, candy, stuffed animals, gifts, etc.)

HEALTH AND SAFETY

A. ACCIDENT INSURANCE

The Board of Education annually contracts for supplemental student accident insurance as a service to the parents/guardians and students. At

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

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

B. ACCIDENTS OR ILLNESS

If a student is hurt or becomes ill while at school, school personnel will make every effort to contact the parent/guardian either at home or at work. All accidents and injuries are to be reported to the office immediately. Please help us to keep this information current by notifying the office of any changes in work station, name, address, or telephone. It is important that this information be current.

C. MANDATED REPORTING

All school personnel are required to report any suspected child abuse or neglect directly to the Illinois Department of Children and Family Services (DCFS) by telephoning a toll-free number to a DCFS central register. The law requires reports from educational employees to include, when known, the name and address of the child and his/her parents/guardians or other persons having his/her custody, the child's age, the nature of the child's condition including any evidence of previous injuries or disabilities, and any other information that the person reporting believes might be helpful in establishing the cause of such abuse or neglect and the identity of the person believed to have caused the abuse or neglect. Any person required by law to report child abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor. (325 ILCS 5/4)

D. SCHOOL NURSE

North Clay employs a school nurse on a regular basis. Completed and current health and immunization records are kept on every student in the unit, Pre-K through 12. The primary programs conducted annually in addition to daily first aid cases are:

Required Health Examinations:

All students are required to present appropriate proof of health examination within one year prior to:

1)Entering Pre-school, Kindergarten, or the First Grade

2) Entering the sixth and ninth grades

3)Enrolling in Illinois school for the first time, regardless of the students grade level

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

Immunizations are reviewed each year by the school nurse at all grade levels and notifications of specific needs are made known to the parents/guardians as changes in law and other requirements occur. Health information for students in Pre-school, Kindergarten, 6th, and 9th grades and all new students is reviewed each fall. **Sharing of Pertinent Information**: Health information which is important for teachers and staff, including transportation, to know about your child will be shared in a confidential manner.

Dental Exams are REQUIRED for students in Kindergarten, 2nd, and 6th grades. The school nurse notifies Pre-school, 5th and 8th grade students' parents/guardians in the spring that a dental exam is required before May 15th.

E. MEDICATION PROCEDURE

In order to comply with the recommended guidelines for medication administration in schools by the Illinois Department of Public Health, the Illinois State Board of Education, and the Illinois Association of School Nurses, **we must have a written order for prescription and non-prescription medications from the student's licensed prescriber and a written request from the parent/guardian requesting the medication be given during the school hours.** The school nurse is responsible for medication administration at school. If medication is to be given to your child at school, please follow the procedures set forth in the Medication section of this handbook.

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

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

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

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

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

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

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

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

When a medication is given at school, it shall be documented by the school nurse, the school administrator, or his/her school designee. A medication inventory form must be completed and signed by the parent/guardian and school personnel.

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

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

Self-Administration of Medication: The school district shall incur no liability, as a result of any injury arising from the student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan.

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

F. HEALTH PROCEDURES

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

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

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

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

G.EXCLUSION PROCEDURE

A suspected student will be immediately taken to the office or the school nurse. After assessing the student the school nurse will notify

parents/guardians that the student is ill. If in the opinion of the school nurse the situation is serious enough, parents will be notified. No student will be sent home alone. The administration will designate the person to accompany the student (in most cases it will be the school nurse).

H. RE-ADMISSION PROCEDURE

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

1) If the teacher, after observing the student, suspects that the student has returned too soon, the school nurse should be notified. The nurse will in turn investigate by assessing the student and phoning the parent/guardian to ascertain whether a physician or health care professional has approved the student's return to school.

2) Students with certain skin diseases may return if under appropriate treatment.

3) Students with head lice or bed bugs will be given information concerning treatment and removal. A student may return after the examination by the school nurse indicates no lice or nits or bed bugs are present. Students need to be brought back to the school within 2 days of being excluded. Failure to do so may result in referral to the truant officer.

4) Students must be fever-free, diarrhea-free, and vomit-free (without the assistance of medication) or asymptomatic for 24 hours before being re-admitted.

I. HYGIENE

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

J. EMERGENCY DRILLS

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

PESTICIDE APPLICATION

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

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

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

PROGRAMS

A. ENRICHMENT PROGRAM

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

B. JUNIOR HIGH ELECTIVES

Jr. High electives (band, chorus and art) can only be added or dropped from a student's schedule within the first week of the new semester. This includes 4th and 5th grade bands.

C. Multi-Tiered System of Supports (MTSS)

MTSS is a process regarding student success that combines both academic and behavioral aspects. The academic side is often defined as "Response to Intervention" (RTI), while the behavioral side can be defined as "Positive Behavioral Intervention & Supports" (PBIS).

Positive Behavior Interventions and Supports (PBIS). PBIS is a system for improving student behavior. It is used with all students across all environments in school (classroom, lunchroom, restroom, playground, library, MPR, and hallways) to help create a safe and effective learning environment. Here at North Clay, we are committed to teach, reinforce, and acknowledge appropriate student behaviors.

Response to Intervention (RTI). Students may be selected to receive interventions in reading, math, and behavior. Eligibility is based on benchmark tests, which are given three times per year, and teacher recommendations. Students are reevaluated annually. Any questions regarding eligibility should be referred to the special education coordinator or building principal.

D. TITLE I

North Clay CUSD #25 participates in a **Title I** program. Students may be chosen to participate in the Title I program which is designed to supplement reading and math instruction. Eligibility is based upon test scores and teacher recommendations. Students are re-evaluated annually. Any questions regarding eligibility should be referred to the Title I teacher or Special Education Coordinator.

E. STUDENTS WITH DISABILITIES

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

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

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

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

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

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

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

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

F. TUTORING

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

G. COURSE WORK

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

STUDENT ACHIEVEMENT/CONFERENCES

A. HOMEWORK/ MAKE-UP WORK

Although supervised study time is provided during the school day, it is frequently necessary for a student to study at home. Please assist your child by showing an interest in his/her work and helping him/her reason out the problems at hand. All work and tests during excused or authorized absences may be made up. If absences are at the end of a grading period and the student is entitled to more days for make-up work than are left before the report cards are sent out, the report card will be marked with an "I" for incomplete. A grade will be issued after 2 weeks, at the discretion of administration.

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

B. GRADES / GRADE CARDS

Grade cards are used to inform parents/guardians and students of the student's achievement. The district provides a formal grade card every nine weeks for the purpose of reporting student progress to parents/guardians. Daily grades, homework, periodic tests, class participation, and

effort all go into the evaluation process. Report cards will be sent home in envelopes with students in Kindergarten through Grade 5. Envelopes should be signed by parents/guardians and returned as soon as possible. Report cards for students in Grades 6-8 are available online with paper copies available upon request by contacting the office. Parents and guardians of students of any grade can view grades using the parent portal through the online student management system. To sign up for a parent portal account, please contact the office at 665-3393.

Grading Scale

A+	97-100		
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59 and below

C. HONOR ROLL

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

High Honors..... 94% - 100% Honors .....87% - 93%
All junior high subjects will be averaged for the honor roll.

D. PARENT/TEACHER CONFERENCES

Conferences are an important part of the school program. Conferences are scheduled in the fall. Parents/guardians or teachers may at any time request for any reason an additional parent/teacher conference. Conferences may be set up by the teacher by phone, note, or email.

E. PROMOTION-RETENTION POLICY

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

Automatic promotion of all students is not considered justifiable. After study of individual cases retention may be recommended. The considerations in arriving at this decision are: 1) possible effect of retention on the student, 2) lack of effort by capable students, 3) physical, social and emotional maturity, and 4) attendance/missed classroom instruction. Automatic retention because of failure to meet certain standards without regard to other factors is not justifiable. Repeated retention of students who obviously do not profit from staying again in a class is not a sound educational practice.

STUDENT RECORDS

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

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

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

Permanent Records include:

➢ Student's name and address

➢ Student's birth date, place of birth and gender

➢ Student's grades, grade level, and class rank

➢ Parent/Guardian name and address

➢ Student's attendance

➢ Student's graduation date

➢ Student's scores on college entrance examinations

➢ Student accident reports and health records

➢ Records pertaining to any release of permanent record information.

➢ District keeps for sixty years.

"Temporary records" is defined as, "all information contained in a school's student records, but not contained in the student permanent records."
Temporary records include:

➢ Student's family background information

➢ Student's intelligence test scores

➢ Student aptitude test scores

➢ Report of Psychological evaluation including information for intelligence

➢ Student's personality test

➢ Student's academic information obtained through test administration

➢ Observation or interview of student

➢ Elementary and Secondary achievement level test results

➢ Received teacher anecdotal records

➢ Disciplinary information

➢ Special Education

a) including the report of multidisciplinary staffing on which placement was based

b) records relating to special education placement

c) hearings and appeals

d) other information of clear relevance to the education of the student

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

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

<u>STUDENT RESPONSIBILITIES</u>

A. STUDENT RIGHTS

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

1. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers
3. To refrain from libel, slanderous remarks and unnecessary obscenity in verbal and written expression.

4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

B. SEARCH AND SEIZURE

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

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

2. PERSONAL PROPERTY
THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL POSSESSIONS. Weapons, aerosol cans, any and all electronic devices, lasers, water pistols, toys, lighters, or hazards to the safety of others will be impounded if discovered on school property. Disciplinary action will be taken where appropriate in addition to confiscation of the items. Students are asked not to bring large sums of money to school.

3. LOCKERS
A student's school or gym locker is the property of the school and must be used for the purpose intended. Hall lockers are a storage area for books, school supplies, and outdoor garments. Gym lockers are a storage area for clothing to be used in physical education and athletic practice and contests. Students assigned a hall or classroom locker, may not bring bags, backpacks, or other large containers to class. These items should remain in the locker during the school day. A locker is to be kept clean and orderly so that the door closes easily with no papers or personal property hanging out. Any teacher or the building administration may request a student to get his/her locker in the aforementioned fashion.

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

TRANSPORTATION

A. BUS RULES AND REGULATIONS

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

B. GLASS BOTTLES AND BALLOONS ON THE BUS

Glass bottles and balloons are not allowed on the bus.

VIOLATION OF BUS RULES

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

The following procedure will be used to handle persistent and/or severe bus misbehavior:
1. FIRST OFFENSE - The bus driver will notify the principal and parents/guardians will be notified in writing of their student's infraction. (Bus warning—0 points)
2. SECOND OFFENSE - The student will be suspended from riding the bus for two days. Parents/guardians will be notified in writing. (Bus conduct—2nd offense—1 point)
3. THIRD OFFENSE - The student may be suspended from riding the bus for a period of time. Parents/guardians will be notified in writing. (Bus conduct—3rd offense—2 points)
4. INFRACTIONS AFTER THE THIRD OFFENSE may require the student and parent to meet with the Board of

Education and may result in suspension from riding the bus for an additional period of time. Parents/guardians will be notified in writing.

5. IF UNUSUAL INFRACTIONS OF MISBEHAVIOR OCCUR, the administration will have the authority to give more severe punishment than Steps 1, 2, or 3 would require.
6. THE ADMINISTRATION MAY IMMEDIATELY REMOVE A STUDENT FROM SCHOOL BUS!

PERMIT TO GIVE MEDICATION IN CLAY COUNTY SCHOOLS

CLAY CITY UNIT #10 FLORA UNIT #35 NORTH CLAY UNIT #25

In order to comply with the guidelines recommended by the Illinois Department of Public Health, the Illinois State Board of Education and the Illinois Association of School Nurses for administering medication in school, we need the following information from the licensed prescriber and the written request form the parent/guardian requesting the medication be given during school hours. The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration for those children who require them. In the absence of the school nurse, the administrator or his designee may supervise self-administration of medication as ordered by the physician or have the parent/guardian come to the school to administer the medication(s).

A written order for prescription and non-prescription medications must be obtained from the child's licensed prescriber. Orders should be renewed at least annually for long-term medications and any changes should be reported in writing. The other includes the following:

Student Name: _____ Date of Birth: _____

Licensed Prescriber: _____

Prescriber's Phone #: _____ Emergency Phone #: _____

Name of Medication: _____ Dosage: _____

Route of Administration: _____

Frequency of Administration: _____

Date of Prescription: _____ Date of Order: _____

Discontinuation: _____ Diagnosis: _____

Intended effect of medication: _____

Other medications child is receiving: _____

Time interval for re-evaluation: _____

Possible adverse effects of the medication: _____

_____
Physicians Signature

TO PARENT OR GUARDIAN:

Please sign below to request the above medication to be given at school. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician and non-prescription medications ordered by the physician should be brought with the original label and the child's name affixed to the container. Only those medications which are necessary to maintain the child in school or must be given during school hours shall be administered. If you have any questions, please call the school nurse.

_____ _____
Signature of Parent/Guardian Date

Phone #: _____ Emergency #: _____

North Clay Fax # 618-665-4803