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School Hours 8:05 A.M. to 3:00 P.M.

Student Handbooks donated by:  
First Robinson Savings Bank



## WELCOME TO NUTTALL MIDDLE SCHOOL

Visitors are welcome at Nuttall Middle School. We are proud to share with others the accomplishments of our school community. The active support of our parents and community members is felt and appreciated in all aspects of our school. At Nuttall, the teachers work together to create an environment of mutual respect where children feel safe and are stimulated academically. The purpose of the handbook portion of the assignment notebook is to help students and parents understand specific policies and procedures at NMS. When questions arise, please ask the teachers, secretaries, guidance counselor, or administration for clarification. We want to work together to make this the best school year yet.

### CUSD #2 MISSION AND VISION STATEMENT

**Vision Statement:** Students of Robinson CUSD#2 schools will have the skills needed to be successful and productive citizens in a constantly changing, diverse world.

**Mission Statement:** Robinson CUSD#2 will provide a pathway that leads to the success of every student.

### NUTTALL MIDDLE SCHOOL FACULTY

6 - Courtney Klier, Christina Snyder, Tracey McDonald, Amy Hartke, and Melinda Harmon

7 – Brenna Keeler, Kara Price, Tony Graham, Kelly Having and Karrie Stark

8 – Devan Fuller, Tamara Wesner, Paul Jones, Diana Thompson, and Dan Gallion

Specialists – Maria Reis, Tiffany Musselwhite, Mandy Stafford, Amy Allen, and Kalle Madrid

Encore – Sarah Hemrich, Mack Thompson, Chris Jansen, Lisa Phillips, Shiloh Bonnell, Stacey Mans, Andrew Flynn and Eric Dean

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.

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

**THIS HANDBOOK IS GIVEN TO STUDENTS TO ACT AS A REFERENCE GUIDE FOR POLICIES AND PROCEDURES WHILE AT NUTTALL. PLEASE NOTE THAT THIS HANDBOOK MAY BE AMENDED DURING THE YEAR AND THAT BOARD POLICY WOULD OVERRULE ITEMS THAT BECOME OUTDATED DURING THE LIFE OF THIS PUBLICATION.**

## SECTION I: RULES AND PROCEDURES

### VISITORS TO NUTTALL MIDDLE SCHOOL

All visitors, including parents and siblings, are required to enter through the front entrance and proceed immediately to the main office. Visitors should identify themselves and inform school personnel of their reason for being at school. Unit 2 utilizes the Raptor System of School Management. On your first visit, you will be required to present your photo ID and a badge will print off with your information. The badge must be worn on the chest or other visible area, like a lanyard. Visitors should also stop in the office and sign out before leaving for the day.

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

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

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

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

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

## **STUDENT RESIDENCY**

Only students who are residents of the District may attend Nuttall Middle School without tuition charge, except as otherwise provided in Board Policy or in State Law. A student's residence is the same as the person who has legal custody of the student.

## **EQUAL OPPORTUNITIES 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. Further, NMS will not knowingly enter into agreements with any entity or any individual that discriminates against student on the basis of sex or any other protected status.

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 the principal.

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 absent or whose physician anticipates his or her absence 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. For information on home or hospital instruction, contact the building principal at 544-8618.

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. Public Act 98-116 (effective 07/29/2013) allows students in an adaptive athletic program to request a PE exemption.

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.

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 22<sup>nd</sup> 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 Special Services office.

The school offers opportunities for English 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 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 Learners programs.

For questions related to this program or to express input in the school’s English Language Learners program, contact Jamie Rains at the Special Services Building (618-544-5837),

## **STUDENT FEES**

Each student will be charged a yearly fee at registration for book rental. A fee may be charged should he/she damage or lose books or locks, etc. If these fees create a hardship a waiver can be provided. (please contact office personnel.) A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, equipment, or extra-curricular activities. Students with outstanding fees may be excluded from 8th grade recognition.

## **STUDENT HEALTH**

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to entering kindergarten or the first grade, entering the sixth and ninth grades and enrolling in an Illinois school for the first time, regardless of the student’s grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning.

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

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

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

**Exemptions** - A student will be exempted from the above requirements for: medical grounds if the student’s parent/guardian presents to the building principal a signed statement explaining the objection, religious grounds if the student’s parent/guardian presents to the building principal a completed Certificate of Religious Exemption, health examination or immunization requirements on medical grounds if a physician provides written verification, 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 dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

**All medication must be kept in the office.** Prescription medicine must be brought with specific directions from the physician. If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must: (1) Inform the school in a timely manner of any change which needs to be made to Diabetes Care Plan on file with the school for their child. (2) Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers. (3) Sign the Diabetes Care Plan. (4) Grant consent for and authorize designated School District representatives to communicate directly with health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the building principal.

Aspirin, Tylenol, ibuprofen, EpiPens, and inhalers may be kept in the Main Office for students with a standing note by parents providing directions for administering this medication. Please mark the container clearly. (Inhalers and EpiPens may be kept with the student if they have a note from their doctor.)

Medication will not be dispensed without parental permission. Unclaimed medicine is discarded.

Parents are required to notify the school nurse if they suspect their child has a communicable disease. If so, district policy will be followed. The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

**ILLNESS POLICY**

As a school, we ask that you take certain precautions regarding student illness. These include:

- Your child should not be sent to school hoping that he or she will feel better after arriving.
- Your child should be kept home following a nighttime of nausea, vomiting, or diarrhea and watched for further symptoms.
- **If your child is sent home from school after vomiting, they are not to return to school for 24 hours.**
- Your child should remain at home if they have a fever of 100° or higher.
- **A child should have a normal temperature for 24 hours without fever reducing medicines before returning to school**

**REPORT OF INJURY**

A student who receives an injury at school must report the accident immediately to the teacher, coach or supervisor in charge at the time of the injury, no matter how minor. This is important for insurance purposes. If medical treatment is necessary, the accident should be reported immediately to the Principal's office. Arrangements for treatment will be done from the office. The completion of the necessary student accident forms will be done from the office.

**REQUESTS FOR BOOKS AND ASSIGNMENTS**

The school will provide books and assignments for students who are absent. Requests should be made prior to 10:00 AM and will be ready for pickup by 3:00. If a student knows they will be absent, all attempts should be made to take books and assignments home on their last day of attendance.

**ARRIVAL AND DEPARTURE**

Upon arrival all students will go to the gym and report to their assigned area and may not leave the school without permission. Those students eating breakfast will go to the cafeteria. No one else should go to the class area until 7:57 without permission from the teachers on duty.

Students will not be permitted to get off the bus at the high school. No NMS student should be at the high school unless attending a school event or a practice.

Students riding bikes to school must park the bikes in the racks provided and locks should be used. Students should get off their bikes, skateboards, or scooters as soon as they reach the drive and walk it down the walking path.

**PARENTS PLEASE NOTE:** The traffic flow is to the right around the parked cars in the east parking lot. There is a stop sign at the north end of the school drive before you enter the parking lot. Please give buses coming from the high school and pedestrians the right-of-way. **Pull up to the sidewalk on the east side of the school to drop your child off in the morning.** Please be careful as you exit.

Multiple pickup lines are used after school to facilitate the traffic. Please watch the adult who is in the crosswalk to direct your exit. Parents who need to wait for their children are asked to park in the parking lot and their children will use the crosswalk to walk to the cars. We ask that you are patient when you are picking your child up from school. A few extra minutes in the parking lot may help to ensure that all students are safe.

**The drive in front of the school is closed to all traffic, except bus traffic, before and after school.** The bus arm will be out during the times that the front drive is off limits to the usage of other vehicles. Students are NOT to be dropped off in the bus lane. This policy follows state guidelines and helps to ensure the safety of children loading and disembarking from buses.

**SCHOOL TRANSPORTATION**

Students living 1½ miles or more from the middle school are furnished bus transportation. Paid transportation is available for those students living closer than 1½ miles. Students and parents must agree that riding the bus is a privilege and not a right. It is an extension of school and those who wish to ride the bus must abide by the rules and regulations determined by the school for the safety of students. Students are under the jurisdiction of the school on the way to and from school. The district's school bus safety guidelines will be enforced by the administration and all NMS students are expected to comply with the guidelines. School rules will be enforced at bus stops.

**DRESS CODE**

Each student shall attend school in a neat and clean condition. Only when a student's mode of dress, including accessories, interferes with the learning process, constitutes a hazard to that student or others, or exhibits poor judgment will the school become involved. Students may be asked to change or cover clothing of a revealing nature, and should it become necessary to discuss attire with a student, it will be done privately so as not to embarrass him/her. Acceptable health standards should also be taken into account concerning dress and appearance.

- Pajamas are not acceptable school attire and footwear should be appropriate at all times.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Shirts and dresses need to have two straps, one on each shoulder, that are at least an inch in diameter, which is approximately two fingers in width. Additionally, undergarments should not be able to be visible in any way, which would include being visible through transparent, mesh, cut-out, etc. materials.
- Hats, coats, bandanas, sweatbands, and sunglasses may not be worn, in any manner, in the building during the school day. Students may not carry their hat with them during the day. Their hat is to be kept in their locker. Students may not wear their hoods during the school day.
- Clothing with holes, rips, or tears in the area from an appropriate neckline to the length of the end of the thumb while arms are hanging loosely at the student's side of the student in question and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. (Guideline for appropriate neckline is a hand's width below the collarbone).
- The length of shorts or skirts must be appropriate for the school environment. With the hands of the student in question hanging loosely at the students' side, the end of the thumb will be the minimum length for shorts and skirts.
- If there is any doubt about dress and appearance, the building administration will make the final decision

## **DISTRIBUTION OF NON-SCHOOL PUBLICATIONS**

All students, private entities, and non-private entities (including not-for-profits & community groups) must receive permission from the superintendent to distribute or display non-school related/assigned publications, promotions, or events. Please contact the Central Office at 618-544-7511 for further information or to attain permission.

## **SCHOOL PROPERTY**

Through constant work and care this building and grounds have been kept in good order and appearance. Please help us to keep your school neat and orderly. Bulletin boards are furnished for announcements and posters. Students may post notices by obtaining permission from the Main Office.

### **PESTICIDE USE POLICY**

Nuttall Middle School has a pesticide applied in high-risk areas of the school each month after school hours. Parents or guardians who wish to be notified of this procedure prior to the application should annually notify the school office in writing.

### **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.

## **LOCKERS**

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

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

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

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

### **Seizure of Property**

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

## LOST AND FOUND

All of your possessions should be clearly marked so that in the event of your losing them they may be identified. All “found” items are to be turned into the Main Office. There is a lost and found box in the Commons. Normally, clothing items are in it. All unclaimed clothing articles are held a reasonable length of time and are then turned over to some charitable organization. Lost articles of value (e.g. watches, glasses, etc.) are held in the office. It is the student’s responsibility to look for the items they lose. The school is not responsible for lost or stolen items.

**Please do not bring valuable items to school.**

## EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to local radio or tv stations to be advised of school closing or early dismissals. Also, please sign up for text and email alerts through Skylert. For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal.

## FIRE, DISASTER, & LOCK DOWN DRILLS

Periodically during the school year fire and disaster drills are conducted. Every classroom has specific instructions posted for the room.

Teachers will give instructions such as exact route and destination. Listen carefully! The basic instructions include:

1. When the alarm sounds, stop whatever you’re doing and listen to your teacher’s instructions.
2. Exit the area orderly, leaving books and personal belongings behind.
3. Walk in single file or as instructed.
4. Wait in the designated area quietly until instructed to return.

Signals: Fire – regular fire alarm system

Disaster – several short, successive blasts

Lock Down – announcement on public address system

These drills will be demonstrated often and supplemented by the intercom system.

**NOTE: Parents are asked not to attempt to pick up children during a severe storm or tornado alert. Plans are made at school for safe-guarding students in event of severe conditions. If weather conditions are extremely unfavorable at dismissal time, students may be held until the threatening period is over.**

## SCHOOL MEALS

Each student will have a student ID card that will be scanned as the student picks up a lunch or breakfast. Students may pay by the week, month, or year. Money will be deposited into accounts on the first day of the week. Do not pay for meals on a daily basis. The account balance will be rolled over to the next year’s account. If you feel that you may qualify for free or reduced meals please see the administration or the office staff for further assistance. **Please note that even if your child qualifies for free or reduced meals all second meals are full price.**

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 544-8618. An appropriate plan will be made to accommodate the student’s needs.

Each lunch period is 30 minutes in length. On a normal schedule, eighth grade lunch is 10:55 to 11:25, seventh grade lunch is 11:38 to 12:08, and sixth grade lunch is 12:21 to 12:51. Breakfast is served for all grades from 7:30 to 8:00. All food is to be kept in the Commons area. Staff will be supervising the students during meal times.

Students may leave for lunch with their parents. A note giving such permission must be on file in the office.

Questions regarding the Lunch program may be directed to OPAA! or the school office.

## RECESS

Recess is an important part of the regular school day that provides students with a healthy outdoor break to stretch and socialize. All children are expected to participate. Outdoor recess will be canceled only under the following conditions: sustained/heavy rain, very high wind, extremely cold temperatures (i.e., below 20°F with wind chill), or lightning. We believe that children who are well enough to attend school are most likely well enough to go outside for recess. If separate accommodations need to be made, please contact the office. Students will be reminded to bring their jacket/outerwear, but will not be allowed to go back to retrieve these items, unless deemed necessary by the supervisors on duty.

## STUDENT RECORDS

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

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 of the 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 complaint 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

## **VIDEO AND AUDIO MONITORING SYSTEM**

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. Nuttall staff reserves the right to withhold viewing of the video for student privacy.

## **TRANSFER**

If you plan to withdraw from school or to transfer from Nuttall Middle School to another school, you must bring a note from your parents indicating this. A withdrawal slip will be given to you for each teacher to sign. Any textbook or library books that you have must be turned in and all fees paid. Your transcript will be sent to the school you plan to attend upon request from that school. Your parents will have to sign a release form before transcripts can be forwarded.

## **PARENT INVOLVEMENT**

The greatest predictor of success for middle school students is having involved parents. Please visit school as much as you like. We only ask that you check in at the office so that we can issue you a visitor pass and direct you to your child's class. You are also encouraged to attend honors assemblies and other school activities.

There is an organized parent group at Nuttall Middle School called, Parents In Action (PIA). This group supports many activities and programs at NMS and plans "Open Activities Nights". Parents supervise a variety of games in the gym and the Commons and prizes are given away during the evening, all at no charge to our students. Parents are encouraged to participate in PIA to whatever extent that their schedules allow.

We recognize that you may have several questions about your child's progress this year. A good contact person for you is your child's advisor. That teacher is prepared to assist you and your child with any challenges that may arise. Also, don't hesitate to call the office for assistance. We appreciate hearing your questions, concerns, and suggestions for improvement.

## **NOTE TO PARENTS/GUARDIANS**

Please take a moment to discuss the issue of School Safety with your student(s), but particularly remind him/her of the following two discipline categories:

1. Students cannot make verbal and/or implied threats to teachers and/or other students that could alarm, disturb, or interfere with the orderly operation of the school. Statements such as "I'll kill you," "I'm going to bomb this place," or other comments or drawings that may be construed as threats to the safety of our students and staff will not be allowed. Implied threats will be taken seriously, "Kidding around" about shooting someone is not appropriate in our society and must not be allowed in our school.
2. Students cannot bring toy guns or knives and/or look-alike weapons to school.
3. 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):
  - a. To attend a conference at the school with school personnel to discuss the progress of their child.

To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.



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 – 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. 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 Your Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>. It is our hope that a discussion with your son or daughter will prevent a situation of this nature and the exclusion of your child's education at NMS. It is much better for students to realize the seriousness of the consequences related to the above two situations so that they will "think before they speak". Our teachers and other staff members will also emphasize the above issues with students.

**Most importantly, when students hear of potentially dangerous situations, they must feel comfortable in communicating these conditions to their parents and/or teachers, guidance counselor and principal.**

## **SECTION II: TECHNOLOGY**

### **INTERNET POLICY**

NMS has Internet access available to students. Our system is protected by a district Internet filter and students aren't allowed to use the Internet without NMS staff monitoring their usage. A copy of the Internet policy will be provided to all students at registration. A parent and the student must sign a permission slip before the student may use this resource.

Should a student intentionally explore a site that is inappropriate, his or her Internet privileges would be revoked for the remainder of the school year. A second infraction would result in loss of Internet privileges for the remainder of his or her stay at NMS. In this case, a student would be allowed to use the Internet for research purposes only after school hours with parental supervision.

Students who use the web to bully or harass their classmates will be subject to discipline. Their parents will be notified immediately if the problem is brought to the attention of the school faculty. Students should not assume that just because they do this from home that it is acceptable. This type of behavior can seriously impact the well-being of our students.

Students are reminded that it is dangerous to post personal information on the web. While the school does not monitor home use, it is important to state that there are predators that will misrepresent themselves to you to gain your favor. The NMS faculty is concerned about your safety and asks that you consult your parents before entering into any agreements. Once you post information, including pictures on the web, they can be archived there for many years to come. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **PERSONAL ELECTRONICS USAGE**

There is a phone located in the main office for student use; however, use of this phone is restricted to before school, lunch, and after school. Students must always ask permission to use the phone and give the reason for needing to use it. Office personnel will determine if the call is necessary. All social events must be arranged outside of the school day. Abuse of the phone could result in a student having his/her phone privileges revoked entirely.

For safety purposes cell phones will be allowed at school. However, they must be turned off during the school day and placed out of sight to be used only with permission in case of emergencies. In this case, a school day is 7:30 am to dismissal, unless otherwise stated by the staff. Students may use cell phones on regular school bus routes in case of an emergency. Student use of cell phones on extracurricular and/or school field trips is permitted only with the approval of the supervising school official. If the cell phone policy is not followed, a student's cell phone will be confiscated from the student and returned at the end of the day. A detention will also be issued with each infraction of the cell phone policy. For safety reasons, cameras are not allowed at school unless supervised by teachers. It is too easy for inappropriate photos to be taken in restrooms and locker rooms and placed on the internet. Cell phones are equipped with cameras but if cell phone rules are followed that should not be a problem as the phones will be turned off and out of sight. Earphones, earbuds, air pods, smart watches, etc. are held under the same guidelines as the cell phone, as well as any other electronic device or gaming console.

### **CHROMEBOOK EXPECTATIONS**

A student is expected to charge his/her Chromebook before the start of the school day. If a student brings a Chromebook that is not charged adequately enough to last the duration of the school day, this will be viewed as coming unprepared for class. If the student repeats this infraction or has issues with gross/habitual misuse of the Chromebook, it will become a disciplinary issue. This may include losing the privilege of taking the Chromebook home or losing the privilege to use the Chromebook during the school day for a determined amount of time. The final decision will be made at the discretion of the school administration. Minor offenses of misuse of the Chromebook will result in after school detentions. (See Discipline section)

## **SECTION III: GRADING**

### **GRADE REPORTS**

Mid-term grades and quarter reports will be sent home upon request with a parent signature. Please notify the office if you need a copy of this report sent to a non-custodial parent. Grades can be found online in Skyward.

Academic checks are available for parents who need to keep a closer check on their child's grades. This will be done at the parents' request. The guidance counselor will give the parent a list of dates the academic checks will be sent home.

### **REPORT CARDS**

The school calendar indicates the end of each quarter. The grading scale is listed below.

90 –100 = A 80 - 89 = B 70 – 79 = C 60 –69 = D 0-59 = F I=Incomplete P=Pass M=Medical

An incomplete (I) is given only in case of an emergency or by pre-arrangement when the student has not been able to complete his/her assignments. Make-up work is the responsibility of the student.

### **HONOR ROLL**

Quarterly Honor Roll is calculated at the end of each quarter. Eighth graders will receive special recognition for maintaining high academic excellence throughout their middle school career.

#### **CRITERIA FOR HONOR ROLL**

1. Eligibility for honor roll will be determined by letter grade. A student may have only one "C" in an academic class.
2. High Honors – A student must carry a 4.0 GPA.
3. Honors – A student must have at least a 3.0 GPA
4. Honor Roll will be computed using math, grammar, science, reading, and social studies. However, all subjects are important so students will not be considered for this recognition if they do not display a positive work ethic in their encore and enrichment classes.

### **ASSIGNMENT NOTEBOOKS, HOMEWORK, & HOMEWORK PROGRAM**

Students are required to use their assignment notebook. All advisory and academic enrichment teachers will require the use of the assignment notebook in an effort to help students organize their schoolwork and stay on track with due dates. The assignment notebook is used daily for the benefit of the student, teacher, and parent.

Students are expected to turn all homework in on time. The grade will be lowered by one letter if the work is one day late. Zero credit will be earned for homework that is more than one day late. Students who are absent are given one day for each day missed to complete assignments. Assignments are located in the assignment notebook, in each classroom, in the office, and online at [www.robinsonschools.com](http://www.robinsonschools.com). Please note: For the most accurate homework assignments, see the assignment notebook. Teachers may modify this policy to fit the needs of a student where special circumstances apply with the approval of the administration and notification to the parents.

We have a **Saturday Homework Program** in place for students who have problems either not doing their homework or failing to turn it in on time. This optional program is initiated at a parent's request. Every Friday preceding a scheduled date, these students will bring home a note notifying the parent if their child needs to attend Saturday Homework School or if they have been successful with their homework for that time period. If they fail to turn in any homework, they can complete it [for one grade lower from the final score on Saturday from 8 a.m. to 12 p.m. Any work completed between 12 pm on that Saturday and the following Monday at 8 a.m. will receive a 50% credit from the final score. Any Saturday homework done through remote learning will also receive a 50% credit from the final score.](#)

### **LACK OF ACADEMIC PROGRESS**

Students who make no conscientious effort to pay attention, work in class, turn in assignments, and use time unwisely will be considered guilty of misconduct and subject to disciplinary action. An Academic Remediation Plan (ARP) will be established for students who make little or no academic progress to determine the problem for the poor academic record. Goals will be established to assist these students in improving grades. If the students do not improve their work ethic, an alternative education placement may be considered.

Parents are expected to attend all conferences regarding the progress of their children. It is most beneficial for the parents to communicate with teachers at the first sign of academic difficulty. Students have a better chance of correcting poor study habits if their parents participate in conferences and set firm and consistent guidelines for the completion of work at home. Please see the Promotion/Retention Policy below regarding students who risk retention.

### **PROMOTION / RETENTION POLICY**

The following procedure will be followed when considering students for retention. However, the ultimate decision for retention rests with the administration.

1. An Academic Remediation Plan (ARP) must be established.
2. The status of ARPed students will be reviewed at the midterm of the fourth quarter.

3. The administration will contact the parents of students who are retained.
4. Students failing two core subjects will be retained unless they meet the criteria for and successfully complete a summer school program. 8th grade students will not go through recognition night.
5. Students failing one core subject will not be retained. Remediation will be required for sixth and seventh grade students. Appropriate remediation will be one or more of the following:
  - a. Successful completion of summer school
  - b. Tutoring during the next school year.
6. Students with Individual Education Plans (IEP) follow the same guidelines unless otherwise determined by a student's educational team.
7. Students failing the Illinois and/or the U.S. Constitution tests will be retained until they retake and pass the test(s) during the summer. (Study materials will be provided.)
8. The decision to promote a student to the next grade level is based on successful completion of the curriculum and attendance.. A student will not be promoted based upon age or any other social reason not related to academic performance.

- NOTE:**
1. NMS curriculum is aligned with the learning standards established by the State of Illinois.
  2. Availability of summer school is decided on an annual basis by the CUSD #2. Therefore, every effort should be made to successfully complete core subjects during the school year.

## **SUMMER SCHOOL RULES**

1. Students can miss no more than three days.
2. Two tardies will equal one absence.
3. Students must pass all necessary work for promotion to the next grade.
4. Students with chronic excessive absences or discipline issues may be referred to the summer school program provided by the Regional Office of Education.

## **SECTION IV: ATTENDANCE**

Parents hold the key to good attendance. Regular attendance is the most important factor in the progress of every student. Students with regular attendance benefit from well-prepared presentations by the instructors, class discussions of current topics, and prompt help from the teachers when work becomes difficult. **One of the best ways parents can demonstrate their belief in the value of education is to see that their child regularly attends school and is absent only for the most unavoidable reasons.** Once poor attendance has been established, the administration will discuss a plan to improve attendance with the student, his/her parents, and the Regional Truant Officer.

### **ABSENCE PROCEDURES**

There are ~~three~~ two things that a parent/guardian should do when a student will not attend school that day:

1. Call the school at 544-8618 to report the absence. We have an answering machine that will take calls before or after hours. State law requires the school to know why a student is absent from school. The school may require documentation explaining the reason for the student's absence.
2. If possible, go to school to pick up the daily assignments. ~~Homework sheets are available in the office or~~ You may call ahead and we will gather the assignments for you. Homework assignments are also available online. The student is responsible for obtaining assignments from his/her teachers.
- ~~3. Send a short written note with the student upon his/her return to school explaining the absence. These notes are kept as documentation of absences.~~

### **EXCESSIVE ABSENCES**

Students missing more than **7-9 days per semester-** year (excused or unexcused) may be required to provide documentation (doctor or dentist note, court papers, or other official documentation) for any further absences. **Community Unit School District No. 2 administration reserves the right not to issue credit to students who have excessive absences.** This determination is made upon the recommendation of the administration, guidance counselor, school nurse, social worker and teachers involved. A parent conference may be requested at this time.

Students who have had chronic attendance problems the previous school year will begin the following year with a meeting involving the Truant Officer, Principal, Guidance Counselor, parents and student. A plan will be developed to address the pattern of absenteeism and monitor that student's attendance with appropriate consequences clearly stated if improvement is not seen.

### **ATTENDANCE ORDINANCE**

The Robinson City Board has passed an Attendance Ordinance that gives the police the authority to escort students to school, detain students, or impose a fine when they are on the streets without a parent during school hours. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

## TRUANCY REVIEW BOARD

Illinois law requires that it is the responsibility of parents or whoever has custody or control of any child between six and seventeen years of age (unless the child has already graduated from high school) to see that students of school age attend school in the district in which he or she resides, during the entire time school is in session. The Truant Officer may bring parents/guardians and students before the Crawford County Truancy Review Board when it has been determined that they are not cooperating with the school to correct poor attendance. This board is comprised of the following members: State's Attorney, Truant Officer, Probation Officer, Law Enforcement, and County Administrators or school personnel. This board will interview the parents and student and dictate a plan to correct the negligent attendance. Should the parents or students refuse to follow the guidelines of the plan, the matter will be referred to the court system.

## RIGHT TRACK PROGRAM

The Regional Office of Education and the CUSD#2 support the Right Track truancy program. This program establishes alliances between nontraditional partners such as schools, social service providers, parents, courts, truancy workers, and law enforcement. The office of the Illinois Attorney General promotes this system of accountability to ensure that students attend school.

## TYPES OF ABSENCES

- A. Excused Absences:** An excused absence is a serious illness (including mental or behavioral health of the student), or death in the immediate family, or illness of the student. Medical appointments, religious holiday/instruction, situations beyond the control of the student, or a required court appearance for the student that cannot be taken care of on weekends or non-school hours will have a note from the parent, doctor or judge specifying the time and date of the appointment. Any other absence must have prior approval by the principal to be considered as excused. Students will be required to make up missed assignments.
- B. Pre-arranged absence:** A pre-arranged absence is an absence approved prior to a medical or dental appointment or any parent-approved reason. A note should be sent from home explaining the reason for the needed absence with the dates expected to be gone. The student will have teachers sign a pre-arranged absence form at least 2 days before the absence. The teachers will establish a deadline for completion of work and it must be completed on time for credit to be received. *NOTE: Athletes may not participate in co-curricular contests on the day of an absence unless prior approval is obtained by the administration.*
- C. Early Dismissal Slips:** An early dismissal slip is required if a parent desires a student to be excused for a portion of the school day. The student is to present, in advance, a written request from the parent for this checkout privilege. An early dismissal slip must be secured from the main office before the school day begins. Upon the return to school, the student must bring a note from their parent/guardian, doctor or dentist, etc. to receive an excused admittance to class. If a student becomes ill during the school hours and is forced to leave the building, an early dismissal slip must be secured from the office. (The school will contact the parent/guardian or a person listed on the emergency card before granting permission for an ill student to leave the building.) Failure to obtain an early dismissal slip will result in an unexcused absence and possible truancy for the time absent.
- NOTE: Students may not attend co-curricular events when they have not been in attendance the day of the event. This holds true for both participants and spectators.*
- D. Unexcused Absences:** An unexcused absence is an absence that could have been prevented. Visiting friends or relatives, shopping, babysitting, hair appointments, concerts, out-of-town trips, or working at home, are just a few examples.
- E. Truancy:** Truancy is defined as the defiance of compulsory school attendance and absent without valid cause from such attendance of a school day or portion thereof. The only valid causes for absences shall be those listed under the categories, "Excused And Pre-Arranged Absences". Each time a student is truant the parents will be notified. **Availability of make-up work for truant students will be at the discretion of the administration and teachers.**
- F. Tardy:** A student is permitted to have three tardies in a class before a detention is issued. A classroom teacher will issue detentions with the fourth tardy and every time the student is tardy thereafter. Tardies are accumulated on a semester basis. Should a student become chronic about being tardy to school or to a class, further disciplinary action will be taken.
- G. Leaving Campus:** A student leaving without permission will be classified unexcused and declared truant.
- H. Athletic/Co-curricular Early Dismissal:** On occasion, we may have to dismiss our athletic/co-curricular teams before the end of the school day. In keeping with our philosophy that academics are our first priority, students and staff must take care of these responsibilities:
1. The coach will inform teachers of early dismissals in advance.
  2. It is the responsibility of students who are to be dismissed to turn assignments in to their teachers.
  3. Any student who is serving a school suspension (in-school or out-of-school) will not practice and/or travel with the group.
  4. Any student serving a detention will not be dismissed unless there is prior permission from the Administration.
  5. Students will not participate in co-curricular events on the day of a pre-arranged absence unless there is approval by the principal
- I. 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, including pregnancy, may be eligible for instruction in the student's home or hospital.

## **SECTION V: DISCIPLINE**

### **PREVENTING BULLYING, INTIMIDATION, (Sexual) HARRASSMENT, & SUICIDE**

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. Public Act (effective 08/06/203) requires dissemination of information regarding teen dating violence.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, immigration status, 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, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. 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 means 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; or (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 include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying 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.

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

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

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.

### **CHEWING GUM AND CANDY**

It is important to maintain the neatness of our school; therefore, chewing gum is an automatic detention. Students should not bring candy to school.

### **LUNCH ROOM CONDUCT**

Students will report to the Commons during their lunchtime. Students will direct their questions to the teachers supervising the lunchroom. Students may not leave the Commons area without a teacher's permission.

Basic lunchroom rules are in place:

1. Soda pop is not allowed at lunch.
2. Use appropriate table manners. (Including not sharing or taking of others' food)
  3. Discard all garbage and clean your area.
  4. Enjoy visiting with friends in a speaking voice.
  5. No food is to be taken out of the Commons.
  6. No "Fast" food in the Commons for lunch.

# SCHOOL BEHAVIOR

## STUDENT CONDUCT

The goal of Nuttall Middle School is to develop positive, constructive student behavior. We feel it is necessary for each student to develop self-discipline and a strong sense of responsibility toward him/herself and others. For those students who are unable to display positive, constructive behavior or demonstrate self-discipline, it may become necessary for teachers and administration to enforce the necessary discipline.

The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance.

Students are expected to conduct themselves appropriately while they are in route to and from school (including bus stops), in school, or at school sponsored activities. Direct school supervision begins and ends when a student boards and disembarks the bus or enters and exits school property, including bus stops where a district employee is present.

Students who disrupt the normal routine of the educational process will be subject to disciplinary action up to and including expulsion. (See "Definitions of Disciplinary Actions" below).

While administrators are legally permitted to suspend a student from school, expulsions must come from the Board of Education.

Students are reminded that they may be excluded from co-curricular events (as a spectator and/or participant) as a disciplinary action due to inappropriate behavior at district co-curricular events. In appropriate cases, the administration shall bring certain acts of misconduct to the attention of law enforcement officials. When there is reasonable suspicion to believe that the student's social networking account contains evidence that he or she has violated a school disciplinary rule or board policy, the school administration may request or require a student to provide a password or other information to access the account.

### Discipline of Students with Disabilities

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

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

## DEFINITION OF DISCIPLINARY ACTIONS

- A. TIME-OUT:** The student is isolated at NMS from his or her peers to allow the student time to regain composure or to communicate with parents to plan an appropriate course of action.
- B. DETENTIONS:** Assignment of additional period after regular school day for those students with undesirable patterns of attendance, tardiness, conduct, as well as other disciplinary problems. Detentions will be served on Tuesdays and Thursdays from 3:00p.m. until 4:00p.m. Students will be given 24-hour notice and must return the detention or a note signed by the parent stating permission to serve the detention. No signed permission results in a missed detention. An unexcused missed detention will mean the student will serve an additional hour at the next detention period. Further refusal will result in an out-of-school suspension. When a student receives his/her fifth detention in a semester, a letter will be mailed to notify the parents/guardian. A sixth detention will result in a one-day in-school suspension.
- C. IN-SCHOOL SUSPENSION:** The student is excluded from the routine school day and shall remain in an isolated area at NMS or at the Central Office. Assignments completed during in-school suspension will receive full credit. Parents or guardians will be notified by phone (when possible) and by mail. Suspended students are not permitted to participate in or attend co-curricular activities on the day of suspension.
- D. OUT OF SCHOOL SUSPENSION:** Removal of a student from school for a specified number of days – not to exceed ten (10) days for any one offense. A student on suspension is not permitted to attend any school activities or be on the school campus for the duration of the suspension. A parent/guardian contact will be made by phone (when possible) and by certified mail. The student will be expected to complete assignments and will receive full credit. The work must be completed on the first day the student returns to school in order to receive credit. Suspensions are reported to the School Board and a parent conference may be required prior to re-admitting the student to regular classes.
- E. ADMINISTRATOR'S PROBATION:** A student on principal's probation is expected to follow a specific set of guidelines as a last attempt to keep a child in the normal school setting prior to expulsion. Parents are required to attend a conference along with their child to ensure that all of the requirements are understood.
- F. EXPULSION:** Removal of a student from school by the Board of Education for a specified period ranging from more than ten days up to the following school year. Expulsion proceedings will be initiated as a result of gross disobedience or misconduct of rules and regulations. This may result in the student and parents' appearance before the Board of Education or their hearing officer. Due process will be observed.
- G. BUS SUSPENSION:** Exclusion from riding a bus for any length of time not to exceed ten school days.
- H. BUS EXPULSION:** Exclusion from riding a school bus for any length of time ranging from more than ten days to the remainder of the school year. This may only be done by the Board of Education.

## DUE PROCESS

Minimum due process must be afforded the student before a suspension is imposed. This includes oral or written notice of the charges, and an explanation of the evidence, and an opportunity for the student to present his side of the story. All of these requirements must be met at the time the suspension ruling is issued.

## DISCIPLINE LEVELS

Student misconduct is divided into four levels. In making a decision relative to the type of discipline that should occur for nonconformance to rules and regulations, the principal considers a number of points, including: the cause of the misbehavior, the severity of the offense, the prior disciplinary record of the offender, the appropriateness of the discipline.

This handbook does not contain an all-inclusive list of possible infractions. The consequences listed at each level of misconduct in the chart on the following pages of this handbook are intended to be used as a guideline in assigning discipline. The administration will choose from that list or assign the discipline that he/she deems appropriate in each individual situation.

## CONDUCT CONSIDERED DISRUPTIVE TO THE LEARNING PROCESS

**LEVEL ONE - Minor misbehaviors which impede the orderly operation of the school.**

1. Bringing toys to school such as water guns, Ipods, hand-held gaming devices, cameras, or mechanical devices. (Unless they are used for a class)
2. Disruptions in classrooms, hallways, cafeteria, school grounds, or at school sponsored events.
3. Spitting or throwing objects.
4. Tardy to class.
5. Breaking the Internet policy.
6. Other minor infractions, such as gum, pushing, shouting, horseplay, and disruptive behavior will be subject to discipline.
7. Cell Phone Usage without permission during the school day.

### POSSIBLE LEVEL ONE CONSEQUENCES

#### 1st Offense:

Verbal warning by staff.  
Student phone call to parent/guardian  
Loss of privileges  
Detention

#### Repeat Offense:

Parent Notification  
Detention  
Conference with administration  
Time-Out

**LEVEL TWO - Behaviors that are the result of students making poor choices concerning character, trust, and reputation.**

7. Disorderly conduct to include profanity, obscene behavior or clothing, and possession of pornography. Behavior that is disruptive to the orderly educational procedures of the school.
8. Disrespect.
9. Verbal abuse of students.
10. Truancy. Unexcused absence from school.
11. Gambling. Participating in games of chance for the express purpose of exchanging money.
12. Cheating on school work or plagiarism, of any type to get credit.
13. Forgery. Writing/using another's signature or initials.
14. Level one behaviors that have not been corrected.

## POSSIBLE LEVEL TWO CONSEQUENCES

### 1st Offense:

1. Student phone call to parent
  2. Conference with teacher/administrator
  3. Loss of credit
- Referral to counselor  
Time-out, detention, study time, loss of privileges, ISS

### Repeat Offense:

1. Student, parent, teacher, administration conferences
2. ISS, Saturday suspension, OSS

**LEVEL THREE-** Behaviors that could lead to violence and loss or destruction of property.

15. Extortion. The solicitation of money, or something of value, whether overt or implied, from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.
16. Theft or possession of stolen property. The taking of property not belonging to the student.
17. Verbal abuse of teachers.
18. Destruction or defacement of school property. The destroying or mutilating of objects or material of the school including damage on a school bus. Restitution or repair by the offending students will also be required.
19. Threat of or actual physical assault of one person, or group of persons, upon another who does not wish to engage in the conflict.
20. Fighting. Engaging in physical contact for the purpose of inflicting harm on the other person.
21. Internet Website Threats. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the internet website through which the threat was made is a site that is accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status as a student inside the school may be disciplined by the school.
22. Level two misconduct that has not been corrected.

## POSSIBLE LEVEL THREE CONSEQUENCES

### 1st Offense:

1. Student phone call to parent
2. Conflict resolution
3. Referral to support personnel
4. ISS, Saturday suspension, OSS, loss of privileges, administration's probation, expulsion
5. Police notification

### Repeat Offense:

1. Student, parent administration conference
2. Saturday suspension, OSS, administration's probation, expulsion
3. Police notification

**LEVEL FOUR - Misconduct that is seriously disruptive and could create a safety hazard to students, staff, and school property.**

22. Possession, use delivery, sale or transmittal of drugs/alcohol in any form on school property or at school sponsored activities. This includes drug paraphernalia and substances represented by the student or believed by the student to be any of those substances, regardless of their true nature. The use or possession of medical marijuana by students while at school is prohibited.
23. Sniffing or inhaling glue or any other substance with the intent that the student's mood, behavior, or physical or mental characteristics change, irrespective of whether the substance actually has the capability of causing or affecting such changes.
24. Possession or use of tobacco on school grounds during the school day or at any school activity. This is inclusive of smoking paraphernalia and e-cigarettes.
25. Turning in a false fire alarm or bomb threat. The reporting of a threat when no such emergency exists.
26. Harassing, intimidating, threatening or causing harm to another person. This includes bullying, sexual, racial, and physical harassment or gang activity.



- 27. No weapons of any kind will be allowed at school. This includes any kind of gun, knife or anything that can be used to harm another person.
- 28. Inappropriate touching. This includes physical touching without the person's permission and purposefully revealing the private areas of a person's body. No public displays of affection including kissing, holding hands, hugging, etc. will be allowed.
- 29. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
- 30. Level three misconduct that has not been corrected.

**POSSIBLE LEVEL FOUR CONSEQUENCES**

<b>1st Offense:</b>	<b>Repeat Offense:</b>
1. Student, parent, administration conference	1. Student, parent, administration conference
2. ISS, OSS, Saturday school, loss of privileges, administration's probation, expulsion	2. OSS, administration's probation, expulsion
Police notification	3. Police notification

**SECTION VI: ACTIVITIES  
ACTIVITIES AND SPORTS**

NMS tries to provide students with a variety of experiences, both competitive and noncompetitive. All athletes are required to complete physical exams before the first practice and have a signed pledge sheet on file. The yearly sports fee is charged per activity with the amount to be set by Board approval each year. This fee must be paid by the first contest of the season. Students who are new to Community Unit School District #2 must show evidence of the required physical examination and immunizations. New students from out of state must have a physical obtained in the State of Illinois.

Listed below are current clubs, activities, and sports offered by the staff at NMS:

- Baseball – Softball - Chorus – Marching band – Basketball - Volleyball – Track – Cross Country – Color guard – Cheerleading – Scholastic Bowl  
– Student Council – Volunteer Club – Intramurals

**HOME BALL GAME GUIDELINES**

The following guidelines MUST be followed during all basketball games:

- 1. GOOD SPORTSMANSHIP SHALL BE USED. Positive cheering is appropriate. No booing is allowed. Students are not allowed to yell anything to the officials.
- 2. Students may not leave the building without permission once they are inside.
- 3. Students may leave the bleachers to visit the concession stand during half time of each game and between games. Students are not allowed to linger in the concession area.
- 4. Students are expected to stay in the gym during the game. Students should use the restrooms, drinking fountain, etc. during half times and between games.
- 5. Students must sit in the bleachers.
- 6. Students who violate the above rules will be asked to leave the game and may lose their privilege to attend other games.

**PHYSICAL EDUCATION**

The State of Illinois mandates that all middle school students participate in physical education. Students may be excused from physical education by a parent for a reasonable period of time for illness or injury not to exceed 3 days per semester. The building administration may require a student to obtain a note from a physician if it is felt that a reasonable time has passed and the student is still not participating in physical education. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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

- 1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c)the parent/guardian agrees or the IEP team makes the determination; or

2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

See more at: <http://www.ilprincipals.org/model-student-handbook/chapter-10-special-education/10.30-exemption-from-pe-requirement-3-hs#sthash.iMKSPolb.dpuf>

Proper attire for P.E. includes tennis shoes, white socks, maroon PE shorts, and a white or heather gray t-shirt with last name on back.

## **SCHOOL DANCES**

NMS students ONLY will be permitted at NMS dances. NMS students are not allowed to attend RHS dances or prom. All school rules apply at school dances. Attendance at school sponsored dances is a privilege. That privilege may be taken away at the Administration's discretion for disciplinary issues.

## **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 or electronic permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

(Exception: IESA trips – a student must be grade eligible according to IESA standards in order to participate in IESA field trips.)

## **NUTTALL MIDDLE SCHOOL ATHLETIC CODE**

**(Original 8/85 - Revised 8/89-Revised 8/91-Revised 8/07)**

**(Began at NMS 1991-92)**

This Athletic Code has been adopted by the Board of Education of Robinson Community Unit School District No. 2, and applies to student athletes in grades 6-12. This policy is in addition to other policies concerning student conduct, and imposes additional requirements on student athletes. It is intended to promote the health and safety of students, to encourage the development of self-discipline and self-control in student athletes which are attributes the Board of Education finds to be necessary to make participation in athletics successful and rewarding for individual athletes as well as for the teams in which they participate.

The Board of Education determines that participation in athletics is a privilege. There is no right of students to participate in athletic competitions or to participate in particular sports. If the rules and requirements set forth below are not complied with, the privilege to participate in athletics may be lost.

The rules set forth in this policy apply to the first day of practice of the student athlete, and continue to apply to the student athlete until the completion of his/her athletic career. These rules apply both in and out of season of the sport(s) in which each student athlete participates, during summers, holidays, and vacations, on and off campus, and whether or not violation occurs at a school or school sponsored activity.

### **I. Definitions**

#### **A. Student Athlete**

A student athlete is a boy or girl in grades 6 through 12 who participates in any interscholastic sport, including all practices thereof.

#### **B. Suspension**

Suspension means loss of the privilege to participate in athletic contests. During suspension the student athlete will be expected to practice and travel with the team if requested to do so by the coach, but shall not be permitted to dress in uniform.

#### **C. Exclusion**

Exclusion means loss of privilege to participate in practice, team travel, or participation in athletic contests.

### **II. Academic Eligibility Requirement - NMS**

A. Grades will be checked weekly on all students participating in co-curricular activities.

B. Students must maintain grades of at least 1 C and 4 D's in order to continue participating in a co-curricular activity. (Absolutely no F's)

C. Students not meeting the minimum grade requirements will not be allowed to participate in meetings, games or performances; however, they will be allowed to attend practices.

- D. Students not meeting the minimum grade requirements for any 2 weeks will not be allowed to attend practice or participate in games or performances.
- E. Students not meeting the minimum grade requirements for any 3 weeks during the co-curricular season will be dropped from the co-curricular activity.

Note: In figuring grades for eligibility, the cumulative grade in progress is used. In other words, it would be the grade that would be recorded on the report card issued at that time. This grade starts over at the beginning of each quarter. *The above are minimum requirements. Higher standards may be approved by the administration at a coach's request. Parental notification is required.*

### III. Training Rules

- A. The student athlete shall not use tobacco in any form.
- B. The student athlete shall not possess, use, deliver, sell, transmit or attempt to possess, use, deliver, sell, or transmit any alcoholic beverage, any non-prescribed or illegal drug, or any substance which the student believes or represents to be any of the foregoing, including, but not necessarily limited to look-a-likes.
- C. The student athlete shall not violate any criminal offense of any jurisdiction, except for petty offenses such as speeding, stop and signal light violation, and the like. Conviction of a criminal offense is conclusive evidence that the student committed the offense. Other evidence may also demonstrate that an offense occurred, but mere arrest or charges are insufficient in and of themselves, to show that the student athlete committed the offense.
- D. The student athlete shall not attend an illegal party. An illegal party shall be defined as a party where alcohol, drugs or other illegal substances are present and available for minor's use.
- E. The head coach of each sport (subject to the approval of the Athletic Director) shall have the authority to specify additional training rules relating to health, safety, conduct, attitude, language use, and the like and may discipline student athletes for violation of those training rules. Such discipline may include exclusion for serious offenses, or when lesser penalties have failed to deter violation.

### IV. Consequences of Violations

- A. Tobacco Use - one (1) week suspension for each occurrence in-season.
- B. Alcohol, Drug, or Criminal Offenses
  - 1) First Offense - Out of Season - Suspension for no less than the equivalent of one-half (1/2) of the scheduled contests for their next season. The student athlete and his parents will be required to schedule a conference with the coach and athletic director before returning to playing status.
  - 2) First Offense - In Season - Exclusion from participation for the rest of the sports season which shall not be less than the equivalent of one-half (1/2) of the scheduled contests of the season remaining, the student athlete will be suspended for no less than one-half (1/2) of the next sport season in which the student participates. The student athlete and his/her parents will be required to schedule a conference with the athletic director and coaches of the sport the student participated in at the time of the violation and the next sport in which the student intends to participate.
  - 3) Second Offense - A second violation within one calendar year will result in exclusion from participation in athletic contests for one (1) calendar year.
- C. Rehabilitation Status
  - 1) First Offense - A student athlete who comes forward to address an alcohol or drug problem and has not been in previous violation will be suspended for no less than one-fourth (1/4) of a sport season and must enroll in an approved rehabilitation program. This program must be approved by the principal, athletic director and coach. This program will be monitored and must be satisfactorily completed. This will be considered a first offense.
  - 2) Second Offense - A second violation within one calendar year will result in exclusion from participation in athletic contests for one (1) calendar year.
- D. Attendance at illegal parties
  - 1) No less than 25% of the scheduled contests for each occurrence.

### V. Authority for Decisions

- A. The coach, athletic director, and principal shall be responsible for decisions relative to the violation of training rules. Penalties will be imposed based upon the collective judgment of the head coach, athletic director, and principal (within the scope of these rules) in the overall best interests of the athlete, the sport, the team, and the school.
- B. All accusations or allegations of violations will be investigated as thoroughly and as reasonably as possible. However, hearsay information shall not be the sole basis for establishing a violation. This rule shall not apply to training rules established by coaches except in cases of suspension or exclusion. No suspension or exclusion will be imposed without the concurrence of the athletic director and principal. In all cases of suspension or exclusion, the student will be given the opportunity to respond to allegations or accusations of violations.

