

## FOREWORD

Dear Parents and Students:

WELCOME TO NASHVILLE GRADE SCHOOL!! We hope you are excited about this school year as we are! We hope that everyone had an exciting but relaxing summer and all are anxious to return to the challenges of pursuing the best education possible.

To our new students, we say, "Welcome and RELAX." We work very hard to make all our students feel welcome. To our returning students, we will be seeking your help in providing positive leadership throughout the year.

We are anxious to make your school career as successful as possible. If we can help you individually, we hope you and your parent(s) will call or stop by to see us. We ask you to join us in making our schools and this school year the best for all of us. We encourage you to become active in our Parent/School Organization. They do wonderful things for our kids and our school.

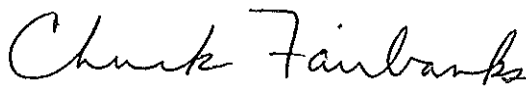
The following pages contain information that the staff and administration feel to be of extreme importance for the upcoming school year. These items are emphasized here and are repeated later in this handbook. We ask that you read these pages carefully and contact us if you have questions.

This handbook is intended to be a guide for students and parents. Not all questions or problems can be addressed on these pages. Please ask whenever there is a question. You may rest assured that all the personnel in the school will do their very best to help. All we ask is that you accept your own personal responsibility and do your best to be a major player in your child's education.

Respectfully,



Superintendent  
Nashville C. C. School Dist. 49  
Nashville Middle School 327-3055, Ext. 203



Principal  
Nashville C. C. School Dist. 49  
Nashville Primary School 327-4304, Ext. 201

## PERSONNEL

Michael Brink Superintendent	Melissa Diekemper Kindergarten	Kelly Cruser Sixth Grade Homeroom
Charles Fairbanks Principal	April Hill Kindergarten	Sixth Grade Language Arts
Jennifer Schuette Middle School Secretary	Lori Schnitker Kindergarten	Jenny Witte Sixth Grade Homeroom
Becki Silvey Primary School Secretary	Stacy Bartling First Grade	Sixth Grade Math
Jill Stein Administrative Secretary	Emily Kellerman First Grade	Will Reinburg Seventh Grade Homeroom
District Bookkeeper	Carrie Paszkiewicz First Grade	Seventh Grade Math
Rhonda Dahncke Title I Reading	Reena Peppenhorst Second Grade	Marie Moore Seventh Grade Homeroom
Kate Cox Reading Improvement;	Kathy Suedmeyer Second Grade	Seventh/Eighth Science
Tierney Moore Technology Teacher	Crystal Meade Second Grade	Veronica Knolhoff Seventh Grade Homeroom
Linda Klingenberg Technology Integration	Cathy Williamson Third Grade Math	Seventh Grade Language Arts
Samantha Redenius Nurse	Laura Toennies Third Grade Language Arts	Cindy Kasten Eighth Grade Homeroom
Michelle Kuhl Social Worker	Emily Harre Third Grade S.S./Science	Eighth Grade Math
Natasha Schoenberg Social Worker	Staci Twardowski Fourth Grade Language Arts	Sami Patron Eighth Grade Homeroom
Amanda Pytlinski M.S. Band and Chorus	Alicia Mitchell Fourth Grade S.S./Science	Eighth Grade Language Arts
Meagan Cruser P.E.	Alisha Sabo Fourth Grade Math	Emily Polczynski Eighth Grade Homeroom
Carol Haley P.S. Special Needs Education	Tanner Pries Maintenance Supervisor	Seventh/Eighth Social Studies
Tracie Kozuszek M.S. Special Needs Education	Mark Jones Custodial	Jason Finke PE, Health, Athletic Director, Curriculum Director
Michelle Ratermann M.S. Special Needs Education	Cullen Ibendahl Custodial	Annette Harper PS/MS Media Center Aide
Tessa Reeves P.S. Special Needs Education	Kathy Barczewski Fifth Grade Homeroom	MS Art
Connie Frerker RTI Director	Mechelle Hornbostel Fifth Grade Homeroom	Jr.Hornets Club
Haley Evans Pre-Kindergarten	Leslie Stigman Fifth/Sixth Grade Social Studies	Teacher Aides
BreeAnna Pelczynski Pre-Kindergarten/Early Childhood Special Education	Christy Oelze Sixth Grade Homeroom	Karen Bunker
Rachel Dalman Pre-Kindergarten		Denise Czajkowski
		Missy Kurwicki
		Liz Pender
		Shelley Pries
		Rhonda Ellis
		Stephanie Lennon
		Amanda Jack
		Chris Wreath
		Katlyn Anderson
		Amber Montgomery
		Tammy Swetland
		Receptionists
		Martie Jack
		Brandi Meyer

<b>Primary School</b>	<b>Middle School</b>
7:30 A.M. Building Opens Students report to Cafeteria, Gym	7:30 A.M. Building Opens Students Report to Commons and/or Gym
7:30 A.M.-8:15 A.M. Breakfast Service	7:30 A.M.-8:10 A.M. Breakfast Service
8:15 A.M. Report to Homerooms	8:15 A.M. Report to Homerooms
8:20 A.M.	
8:25 A.M. Tardy Bell	8:25 A.M. Tardy Bell/Announcements
11:00 – 11:45 A.M. Lunch/Recess Kindergarten & First Grade	8:25 A.M.-9:43 A.M. Block 1 5-8
11:55 A.M. -12:40 P.M. Lunch/Recess Fourth Grade	9:45 A.M.-11:03 A.M. Block 2 5-8
11:55 – 12:40 Lunch/Recess Second & Third Grade	11:05 A.M.-12:23 P.M. Block 3 7/8
	11:05 A.M.-11:45 A.M. 5/6 Lunch/Recess
	11:50 A.M.– 1:10 P.M. Block 3 6/5
3:00 P.M. Student Dismissal	12:25 P.M. – 1:05 P.M. 7/8 Lunch/Recess
	1:10 P.M.-1:40 P.M. Activity Period
	1:42 P.M.-3:00 P.M. Block 4
	3:00 P.M. Student Dismissal

<b>Middle School 11:30 Dismissal</b>	
	7:45 A.M.-8:05 P.M. Building Opens/Breakfast Service
	8:15 A.M.- 8:25 A.M. Homerooms
	8:25 A.M.-9:09 A.M. Block 1
	9:11 A.M.-9:55 A.M. Block 2
	9:57 A.M.- 10:41 A.M. Block 3
	10:43 A.M. – 11:30 A.M. Block 4
	11:30 Dismissal

## **STUDENT RESPONSIBILITIES**

### **Students should:**

- Be responsible for their own education
- Be punctual and attend school regularly
- Respect the rights of fellow students and school personnel
- Participate in the educational process
- Attain the best possible level of academic achievement
- Strive for educational independence with the help of teachers
- Inform teachers of any special needs or situations that might affect their education
- Fully complete all class assignments
- Keep their parents informed of their progress in each class

### **Students have the right to:**

- Expect a quality educational experience
- Be provided with an appropriate and challenging curriculum
- Receive assistance in making decisions on educational goals
- Be treated with dignity and respect

## **PARENT RESPONSIBILITIES**

### **Parents should:**

- Assume responsibility for their son/daughter's prompt and regular school attendance
- Share with their son/daughter and his/her teachers an active and positive interest in report cards and school progress
- Attend individual and group conferences with teachers
- Plan the time and place for homework assignments and provide necessary supervision
- Cooperate with the school in fulfilling recommendations made for their son/daughter; instill a positive attitude in their son/daughter towards his/her school and education
- Inform the school of any special needs or situations that might affect their son/daughter's education

### **Parents have the right to:**

- Be treated with respect
- Be granted reasonable access to all school records pertaining to their son/daughter
- Receive periodic official reports of their son/daughter's academic progress and social adjustment
- Fully discuss their son/daughter's status with teachers and other school personnel

## **TEACHER RESPONSIBILITIES**

### **Teachers should:**

- Be guided by professional ethics in relationships with students and parents
- Inform parents about academic progress and conduct of students
- Show concern and respect for each student
- Plan and conduct an effective and motivating instructional program
- Establish classroom routines that contribute to a well-ordered classroom, and the development of civic responsibility
- Be sensitive to the behavior of students and alert to changes that require additional assistance for the student
- Refer for an evaluation any student who might be in need of special services
- Take advantage of opportunities for promoting academic growth of the students at all levels

**Teachers have the right to:**

- Require a reasonable standard of orderly behavior in the classroom
- Be treated with respect
- Expect students to put forth their best effort
- Expect all class assignments to be completed on time

**GUIDES FOR GOOD CLASS MEMBERSHIP**

1. Get to work quickly when you come into a classroom. Have supplies ready beforehand, so that you do not have to disturb others after class begins by sharpening pencils, borrowing books, paper, or asking unnecessary questions.
2. Pay attention to the subject being studied.
3. Be quiet and considerate of others in the class. Good conduct includes making no unnecessary noises, such as whispering, whistling, laughing, writing or passing notes.
4. Do your own class work and homework. It is dishonest to copy someone else's work. A pupil who cheats is harming no one but themselves.
5. Take part in the class by joining in the discussion, offering to help with special assignments or class work, and listening when others are speaking.
6. Avoid borrowing from other pupils or teachers, but when you do borrow, be sure to return the borrowed article promptly and in good condition.
7. Be courteous and considerate of teachers, all school personnel and other students and respect them even when you do not always agree with them.
8. Help to take care of school property, such as the furniture and supplies, by not carving or writing on desks, chairs, or tack boards, by not putting your feet on chairs, or desks, not throwing chalk or erasers and not damaging books or laboratory equipment.
9. Help to keep the room looking neat by putting all waste paper and trash in the wastebaskets.
10. Be courteous. The way you act in front of visitors is a reflection on your family, on your class, and on the school.
11. Wait for the teacher to dismiss the class before leaving your seat when the bell rings at the end of the class period. Keep to the right when in the hallway and avoid standing in large groups so that traffic may move freely, and avoid pushing, scuffling, and running in the building.
12. Be particularly considerate of new pupils. Make them feel welcome and help them to get acquainted
13. Be a good school citizen and help make the school environment a pleasant place to live and learn.

**MOVEMENT WITHIN THE BUILDING TO RESTROOMS, MEDIA CENTER, ETC.**

A system of hall passes will be provided for such movement. It will be the responsibility of each teacher to control student movement. If the students are causing a disturbance, they will be returned to the teacher. If a student abuses any of his privileges, it is left to the teacher to withhold such privileges.

**TELEPHONE CALLS AND MESSAGES**

Students should have after-school plans arranged prior to leaving home in the morning (i.e., where to go, who will pick the child up, etc.) Students will not be called out of class to answer the phone except in emergencies. If parents have **urgent** messages, school personnel will deliver them to the student. Phone calls are to be made only with permission from the faculty or staff.

All cell phones, mp3 players, and CD players should immediately be turned off when the student reaches school, and should be immediately placed in the students' backpack or locker, and remain there until they

leave school or get on the bus.

### **GUM**

Both the Primary and Middle Schools are attractive and well-maintained buildings with several carpeted areas. Because of the carpeting and furniture, gum chewing is NOT permitted in either building. Students who choose to chew gum risk an automatic detention. This includes candy and mints. Cough drops are permitted with written permission from the parents.

### **VISITOR POLICY**

We ask that all visitors sign in and ask for a visitor's badge with the receptionist upon arrival to the school.

### **BICYCLES**

Students wishing to ride bicycles to school are expected to follow all traffic and safety laws. Where available, specific bike routes should be used by students at all times. Bicycles should be left in the bike racks. Students should respect other bicycles by staying away from the bicycle racks at all times. Students not following the safety rules at school lose the privilege to ride his/her bicycle to school for a specified period of time.

### **SECURITY CAMERA**

Security cameras operate at both the Primary and Middle School buildings. Cameras monitor and record all building entrances at both schools. Cameras also monitor and record both gyms, middle school commons, hallways, parking lots and the Crisis Room.

### **INTEGRATED PEST MANAGEMENT**

District 49 practices an Integrated Pest Management (IPM) control program, which, on occasion, uses pesticide applications. The District will maintain a registry of those parents and guardians of students and employees who have registered to receive written notification of pesticide application schedules. To receive this notification, please contact the District 49 administrative offices located at the Nashville Middle School.

### **ASBESTOS INSPECTION AND MANAGEMENT PLAN**

Asbestos inspections and management plans have been completed for both the Nashville Middle and Primary Schools as required by the Asbestos Hazard Emergency Response Act (AHERA). Those plans have been submitted to and approved by the Illinois Department of Public Health and are on file at the district office located at the Nashville Middle School. The required three-year re-inspections are completed and are on file as required by law.

### **LOST AND FOUND ARTICLES**

**Please mark all possessions clearly** so that if lost or stolen they may be identified. This applies to balls, ball gloves, key rings, glasses, gym shoes, gym clothes, coats, lunch boxes, etc. Any items found should be turned in to a teacher or brought to the office.

### **LIBRARY - MEDIA CENTER PROGRAM**

Nashville CCSD #49 provides library service to all students in grades K-8. The primary library program consists of weekly sessions in which literature is shared with students through stories and films. At that time students check out books from the 4,000-volume collection. Students may only check out one book at a time, which they may keep for one or two weeks.

The purpose of the Middle School's media program is to support the academic curriculum as well as providing reading guidance to the students. Students use the 3,000 print collection as well as the audio-visual collection in their studies. Books are checked out for two weeks, magazines and reference materials are checked out

overnight.

### LOCKERS

Each student is assigned a wall locker and they are to use only the locker that is assigned to them. It is the responsibility of the student to keep their locker neat and to provide a lock to secure personal property. **Do not keep valuables in an unlocked locker.** Please be advised that school lockers may be subject to periodic inspections for cleanliness, missing school property, evidence of vandalism, and special searches for contraband. Lockers are the property of the school and all school rules will apply. Students should obtain all the books and materials for their morning classes when they first enter the academic area. They should not return to their lockers until the lunch break. Books and materials should be obtained for all afternoon classes upon entering the building from noon recess. Students should not return to lockers until school is dismissed at the end of the day.

### STUDENT BEHAVIOR

The faculty and administration of District 49 are very proud of the behavior displayed by our students over the years. Many fine compliments have been given to our students while in attendance at school related functions both here and other places. We expect each and every one of our students to represent themselves and our school with distinction while in attendance at school or any school related function.

Self-discipline is built upon respect for one's self and respect and cooperation between other students, teachers, and school personnel. Perhaps the best advice which should be followed by everyone connected with the school is synonymous with the "Golden Rule": **Treat others as you would like to be treated!** More importantly, students who choose to behave and abide by school and classroom rules are rewarded with numerous activities at both the Primary and Middle School.

### MIDDLE SCHOOL STUDENT BEHAVIOR

Disciplinary action will be broken down into two categories. The first category will be detentions. The second category will be homework referrals. The following are some (but not all) reasons why a student could receive a detention:

Repeating an action after a warning(s)	Talking without permission
Unsigned grade sheets, tests or progress reports	Disrespect to school personnel
Gum Chewing (automatic)	Cheating, lying, and forgery
No materials brought to class	Skipping a detention

Students who receive a combination of six (6) detentions and homework referrals of any kind in any nine week grading period will not be allowed to participate in the quarterly non-detention activity. Three (3) detentions in a quarter will result in an after school detention. These numbers will be pro-rated to two detentions/homework referrals for every three weeks for students who move in during the school year.

Students that accumulate excessive detentions/homework referral points on a yearly basis, will not be allowed to participate in any field trips and/or end of year activities. Excessive detentions/homework referral points are defined as fourteen (14) detentions/homework referral points for fifth and sixth graders and ten (10) detentions/homework referral points for seventh and eighth graders. These numbers will be prorated to seven (7) detentions/homework referral points for fifth and sixth graders and five (5) detentions/homework referral points for seventh and eighth graders that move in after the first semester. **Homework Referrals and detentions count as one point for each occurrence. One day in the Crisis Room will earn the equivalent of two (2) noon detentions. One day of out-of-school suspension will earn the equivalent of three (3) noon detentions.**

In general, here are some expectations of students in the middle school:

1. Come to class on time.
2. Bring class materials - have assignments and/or homework completed.
3. Listen closely - follow directions.
4. Raise hand to talk.
5. Remain seated - Keep hands, feet, and objects to yourself

### **OUT OF SCHOOL SUSPENSION**

Students may be assigned an **OUT OF SCHOOL SUSPENSION** for:

1. Fighting.
2. Disrespect.
3. Possession of weapon or illegal drugs.
4. Any other violation of school rules deemed worthy of an out of school suspension by school administration.

While serving an out of school suspension the student will have the opportunity to complete all class work that is

missed. It is the responsibility of the parent and or student to acquire any work that is missed. The student will have the

opportunity to complete any homework or tests that were missed while on suspension for full credit. Upon returning to school, the student has the total number of days suspended to turn in work (i.e. If a student serves a 2-day suspension, he/she has 2 days after returning to school to turn in assignments). Failure to turn in the work in this timeframe will result in a grade of zero for the assignment.

### **CRISIS ROOM PROGRAM**

Students may be assigned to the **CRISIS ROOM** for:

1. Instances where homework has been consistently incomplete or nonexistent resulting in lack of satisfactory classroom progress or academic failure.
2. Instances where disrespect, disobedience and misconduct have been cause for significant classroom disruption of the learning environment.

Students who have been removed from class and teacher referrals to the school administration for either of the above two situations will be cause for a conference between student, teacher, administrators and parent(s)/guardian(s) where clear expectations for academic progress and/or student behavior will be further explained. Assignment to the **CRISIS ROOM** may or may not occur following the initial referral. Further referrals would likely cause assignment to the **CRISIS ROOM** for at least one (1) and possibly multiple days.

**GROSS DISRESPECT, DISOBEDIENCE OR MISCONDUCT** will be cause for assignment to the **CRISIS ROOM** for a prolonged period of time, the assignment of an **OUT OF SCHOOL SUSPENSION** or a combination of both. **The CRISIS ROOM** will be staffed by a certified teacher or the principal. Classroom rules for the **CRISIS ROOM** are:

1. Students will report with books and necessary classroom supplies when they arrive at school. Teachers will send assignments to be completed.
2. Students will remain busy at all times, even if all homework is completed. When assignments or projects are completed, the supervisor will assign additional work. Assigned work must be completed and handed



in to the supervisor at the end of the day.

3. Students are to be quiet at all times and remain seated at their desks. Permission must be secured from the supervisor for any privilege.
4. One five (5) minute break will be accorded students during the morning and afternoon sessions where they may use the restroom and get a drink of water. Lunch will be eaten in the room.
5. Students will follow all room rules and demonstrate appropriate behavior.

**STUDENTS WHO ARE DISRUPTIVE, UNPREPARED OR WHO FAIL TO MAKE SATISFACTORY PROGRESS TOWARD COMPLETION OF ASSIGNMENTS MAY BE ASSIGNED ADDITIONAL DAYS OF CRISIS ROOM TIME. STUDENTS MAY ALSO BE SUSPENDED OUT OF SCHOOL FOR FAILURE TO COOPERATE WITHIN THIS SETTING.**

According to the School Code of Illinois, as enacted by the state legislature and administered by the Illinois State Board of Education, **Faculty members have the right to remove disruptive students from classrooms. All students will be afforded due process with regard to discipline and behavior infractions. MOST IMPORTANTLY, HOWEVER, STUDENTS WHO CHOOSE TO BEHAVE AND ABIDE BY SCHOOL AND CLASSROOM RULES ARE REWARDED WITH A VARIETY OF FUN AND EDUCATIONAL ACTIVITIES AT BOTH THE PRIMARY AND MIDDLE SCHOOLS.**

Listed below are a number of offenses that are prohibited at school and may result in after school detention, suspension in or out of school or possible recommendation for expulsion.

1. Fighting
2. Vandalism or theft
3. Use of profanity or obscenity
4. Refusal to follow directions or showing disrespect to any school employee
5. Possession or use of tobacco, alcohol, drugs, controlled substances, guns, knives, weapons or any look alike forms of the foregoing on school grounds or at any school-related activity
6. Cheating or forgery
7. Truancy
8. Gross disobedience

### **PRIMARY SCHOOL STUDENT BEHAVIOR & DISCIPLINE CODE**

We believe all students can behave in class and around school. In general, our classroom rules are:

1. Listen closely-follow directions.
2. No talking out of turn/Raise hand to talk.
3. Remain seated - Keep hands, feet, and objects to yourself, and NO TEASING!
4. Do not disturb teaching or other student's learning.
5. Primary School students will be disciplined according to the Assertive Discipline Plan that all parents will receive and sign.

In general, when students choose to misbehave:

**1st Consequence:** Name written on whiteboard as a warning. NOTE: Students who repeatedly cause the same disruption will no longer receive a warning prior to a detention being issued.

**2nd Consequence:** Check mark √ placed beside name - student stays in from recess or lunch recess for detention.

**3rd Consequence:** Second check mark √√ placed beside name - student assigned two detentions or moved.

**4th Consequence:** Third check mark √√√ placed beside name - student sent to principal's office with parents notified.

Students who repeatedly receive recess or noon detention will be subject to further disciplinary action. Parents will be notified by letter.

As in the past, detentions will be given for poor behavior, homework infractions or excessive tardiness.

1. 3 detentions in any one month for poor behavior or homework will result in the loss of activities and privileges for the remainder of that particular month. A letter will be sent home to parents.
2. 4 detentions will result in after school detention from 3:10 to 4:00pm. Parents will receive a call from the principal.
3. 5 detentions will result in having to serve an "in school suspension for one entire school day in the principal's office. Parents will receive a call from the principal.
4. Any student receiving 8 detention points in a quarter will not be able to participate in the quarterly non-detention activity.
5. Any student receiving more than 16 total detentions for the year will not be permitted to take part in field trips.
6. Any student receiving three tardies in one month time will receive a detention.

### **CLASSROOM DISHONESTY**

Academic cheating of any kind is offensive to the entire student body and also short-changes the learning process for the one who commits it. Plagiarism and/or cheating on a test, either by copying another student's work or by using illegal notes, are considered to be a serious offense. Anyone involved in classroom dishonesty will receive a failing grade and detention on that particular assignment. Any student involved in the theft of a test or answer sheet will be subject to suspension and a failing grade on that particular assignment.

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

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

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

#### Complaint Managers

Michael Brink  
750 E. Gorman  
Nashville, IL 62263  
(Phone) 618-327-3055

Michelle Kuhl  
750 E. Gorman  
Nashville, IL 62263  
(Phone) 618-327-3055

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

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

### **APPEARANCE AND DRESS**

The appearance and dress of students at Nashville Grade School should be clean, neat, and appropriate. Students should not dress in a way that may cause health or safety hazards for themselves or others or interrupt the teaching and learning environment. The following guidelines address this responsibility:

1. Students shall not wear clothing with writing or symbols which:
  1. Promote or advertise drugs, alcohol, or tobacco products
  2. Are sexually explicit, suggestive or otherwise inappropriate
  3. Denigrate others
2. Student dress shall be modest and appropriate for a school setting. **All students must be clothed from the top of the shoulders to the mid thigh area (or longer).** Hats, non-prescription sunglasses, and tank tops are not acceptable attire.
3. **All tops shall be at least three (3) inches in width at the shoulder and shall gather directly under the arm.** Otherwise, a sleeveless top may be worn over or under another sleeved garment. **Shorts, dresses, skirts and "skorts" should be of mid thigh length. All shorts, slacks, pants and jeans must be worn at the waist. In all cases, undergarments must not be visible.**
4. Wallet chains shall not be allowed at school. Wallet chains shall be construed as potentially dangerous to others and are prohibited.
5. The wearing of a hat or a hood on a hooded sweatshirt/hoodie is prohibited unless there is a school sponsored day that calls for students to wear a hat or hood.

### **CONDUCT ON SCHOOL BUS**

The opportunity to ride on a school bus is a **PRIVILEGE** which will be afforded to those who cooperate and follow bus riding rules. Students who repeatedly create discipline problems will not be permitted to ride the school bus.

#### **BUS RIDER RULES**

1. **Follow the directions of the bus driver.**
2. **Remain Seated – Face Forward.**
3. **Keep hands, feet and objects to yourself.**
4. **Visit with neighbors in "12-inch voices".**
5. **Remain silent when bus stops at a railroad crossing.**

#### **Conduct in the bus loading area:**

- a. Be at the bus stop on time.
- b. Students must wait in the area where the driver stops for loading.
- c. There will be no pushing, running, or other activity which is likely to be dangerous.
- d. Those who try to break into the bus line shall be sent to the end of the line.
- e. When getting on or off the bus, always walk in front of the bus so you can be seen.
- f. Stand back from the bus until it has stopped. Never run alongside while the bus is moving.

#### **Conduct while riding the bus:**

- a. Remain in your seat until the bus has come to a stop when unloading; do not change seats while the bus is moving.
- b. Animals are not allowed on the bus.
- c. Matches or explosives of any kind are not allowed on the bus.
- d. Do not eat on the bus or throw any materials or objects while riding the bus.
- e. The bus driver is in charge of the bus. He/She should immediately report discipline problems to the principal.
- f. Students should take care to prevent damage to property, and stay out of the street while waiting on the bus.
- g. All students riding the bus must ride the bus to and from the school
- h. Anyone riding a bus to a friend's house must have a note from his/her parent(s).

### SNACKS

Students are encouraged to bring snacks to school to celebrate their birthdays. Due to health and safety concerns, treats are to be commercially made and packaged. No homemade snacks are permitted. For obvious reasons please do not send invitations for birthday parties to school to be passed out if there is not one for every student.

### LUNCH PROGRAM

The USDA is extending the Summer Food Service Program (SFSP) through the 2021-22 school year. This means that every student at Nashville CCSD #49 qualifies for free breakfast and lunch regardless of their family income for the 2021-22 school year. This program is renewed on a yearly basis.

If the SFSP had not been extended into this school year the cost of a student breakfast would have been \$2.00 per meal, and lunch would have been \$2.80 per meal. Breakfast and lunch will be served daily in the respective cafeterias. Milk will be served with all breakfasts and lunches. Additional milk may be purchased at \$.55 per half-pint at both breakfast and lunch times.

Middle and Primary School cafeteria rules include:

- a. Be seated where you choose; don't save seats for others.
- b. Students may not take food out of the dining area.
- c. Except in the case of accidents, diners will be required to clean up their spills.
- d. Do not "mooch" food from other students.
- e. Feel free to visit with your friends while eating, however, loud conversation should be avoided.
- f. After finishing your meal, take your tray to the scullery and remain in dining room until dismissed.
- g. **TAKE LUNCH BOXES HOME DAILY!!!**

### TECHNOLOGY FEE

Kindergarten through eighth grade curriculum fee \$80.00

### WAIVER OF STUDENT FEE

Students whose parents/guardians are unable to afford the curriculum fee may apply for waiver of the fees. Application for fee waivers may be requested from the administrative offices of District 49 and submitted to same. **In order to qualify for a fee waiver, students must be direct certified by the Illinois State Board of Education for free lunches, or fill out a Free/Reduced lunch application and qualify for free lunches.**

**Free/Reduced lunch applications are included in every student's registration packet. If a family's income conditions change during the course of the school year and their eligibility potentially changes a Free/Reduced lunch application can be requested from either school office.**

Fees for textbooks, other instructional materials, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver.

### **STUDENT RESIDENCY/TUITION PAYMENT**

In order to attend the District's school, a student must be a legal resident of the District. In determining residency, the residence of the person who has legal custody of a student is deemed to be the residence of the student.

#### **Excessive Fee Penalty**

Students with fee balances of \$50.00 or more will not be allowed to attend field trips or school dances. Nashville CCSD #49 will also consider retaining a collection agency to obtain overdue fees.

The notification of fees comes every Friday during the school year via a note home and or e-mail notification. Parents wishing to set up a payment plan must contact the principal prior to the field trip or dance in order for their child to be given the opportunity to attend the activity. The principal's decision in the appropriateness of any exemption, payment plan, or error is final except for any appeal rights which may exist in either board fee waiver and hardship policies or law.

If payment arrangements have been made and the parents default on the agreement the student is ineligible to attend any field trips or dances until the fees are paid down to \$50.

### **CANCELLATION - EARLY DISMISSAL OF SCHOOL**

In the event that inclement weather threatens the cancellation, late start or early dismissal of school, parents should monitor Nashville's WNSV Radio Station at 104.7 FM. In addition, St. Louis television stations will receive cancellation notices. We will also utilize our Automated Phone Service in addition to media notification. Every effort will be made to adequately inform parents in a timely manner; however, weather conditions sometimes dictate last minute decisions. The decision to cancel school is usually made by 6:00 a.m. If any decision is made to start school late due to fog or ice conditions which are predicted to lift by mid-morning, the start time of school will be moved back to 9:10 a.m. In such a case, both the Primary and Middle Schools will be open, with adult supervision, by 7:00 a.m. Parents are free to deliver students to either school by that time. Finally, early dismissals will usually occur at 2:10 p.m. Only the case of severe winter weather, which might place the safety of children in greater jeopardy, would there be a decision to dismiss earlier than 2:10 p.m. Again, parents are encouraged to listen to the following radio and television stations or call the respective school buildings for status updates.

#### **RADIO**

Nashville WNSV - 104.7 FM

## TELEVISION

St. Louis KMOV - Ch 4

St. Louis KSDK - Ch 5

St. Louis FOX – Ch 2

### EMERGENCY/DISASTER SITUATION

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. In fact, public schools in Illinois are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

Should we have a **major** disaster during school hours, your student(s) will be cared for at this school. Our School District has a detailed disaster plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication. Our automated parent notification system will be used to relay important and pertinent information as often as necessary.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on a School District yellow emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school, if necessary.
  - He/she is known to your child.
  - He/she is both aware and able to assume this responsibility.
3. Turn your radio to 104.7 FM for emergency announcements. If students are to be kept at school, radio stations will be notified
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the Skyward student management program. During an extreme emergency, students will be released at designated reunion gates located on school campuses. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-State contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the fields, report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

### **FIRE AND DISASTER DRILL PROCEDURES**

Teachers have been given instructions as to the procedure that will be used for both fire and disaster drills. These procedures will be reviewed during classes. Instructions will also be posted in the various class areas. Be sure you understand both procedures for every area in which you have classes.

### **EXTRACURRICULAR SCHEDULING**

It is school district policy to attempt to avoid school activities on Wednesday evenings. Generally, Wednesday afternoon activities will end by 4:30 p.m., including Pee Wee basketball practices and/or games.

### **ATHLETIC & EXTRACURRICULAR ELIGIBILITY AND PARTICIPATION**

Athletic and extracurricular (**extracurricular refers to band/chorus going forward**) eligibility may be suspended or lost completely due to academic or behavioral conduct. Academic eligibility is determined each Friday for a one-week period of time. Behavioral misconduct, including tobacco, alcohol, or drug possession or use or weapons violations, will cause a suspension from activities, and could also result in removal of the participant from all extracurricular activities.

#### **Academic**

The same academic subjects used to determine Honor Roll recognition will be used to determine eligibility for these extra-curricular activities including, but not limited to: girls' softball, boys' baseball, girls' and boys' basketball, cross country, cheerleading, girls' volleyball, dance team, girls' and boys' track, extra-curricular band/chorus performances and scholar bowl. A student can have no more than three D's at any given time in order to remain eligible. In addition, a failing grade in any subject will cause eligibility to be suspended. **Eligibility is established each Friday for a one-week period of time. Loss of eligibility shall be for the entire following week.** Ineligibility begins on Saturday, and can be re-established on the following Friday. Eligibility may be regained when the respective teacher(s) is satisfied that class work and/or tests have resulted in satisfactory performance. Ineligibility forms must also be returned to the Athletic Director or Band Director.

#### **Tobacco/Alcohol/Drugs/Weapons**

The possession or use of tobacco, alcohol, drugs, controlled substances, weapons or any look alike forms of the foregoing is strictly prohibited both in and out of season. Any infraction of this rule will be grounds for suspension from practices and/or contests or dismissal from the respective team or squad.

#### **Behavior**

Behavioral misconduct by students involved in athletics, and extracurricular activities shall not be tolerated.



**Excessive detentions, defined as 14 or more detention points for 6<sup>th</sup> grades and 10 or more detention points for 7<sup>th</sup> & 8<sup>th</sup> grades, whether behavior or homework related, will be cause for suspension of participants. Two out of school suspensions shall result in the removal of the student from participation with any extracurricular team.**

In addition, behavioral misconduct shall include but shall not be limited to a) insubordination; b) any behavior which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; c) any behavior which disrupts the appropriate conduct of a school program or activity; d) hazing or harassment of any kind; e) use of profanity; f) exhibition of bad sportsmanship; or g) violation of other school policies, rules or regulations. Any infraction of these rules may also be grounds for suspension from practices and/or contests or dismissal from the respective team, squad, or activity. Participation during a particular season is also contingent upon the rules that each coach sets for their particular sport. These rules are explained at the coach's meeting with the parents before the season begins.

### **Attendance**

Students absent from school because of doctor/dentist appointments, attendance of funerals, or specific parent request may practice and/or play in an athletic event or extra-curricular activity the day of absence. A student who goes home ill may not return to practice and/or play in an athletic event or extra-curricular activity on that day. A student who returns to school from a morning illness may participate in an athletic event or extra-curricular activity if they have been in attendance for at least the complete afternoon class periods prior to the activity or departure of the bus.

### **Games/Practice/Equipment**

- Students leaving a game or activity with a parent/guardian must be signed out. If leaving with another student's parent/guardian, there must be a note presented giving permission for this to occur.
- Unexcused absences from practice may result in suspension of playing time, as determined by each coach. Students should have a note or notify a coach when not being able to attend a practice. The absence will then be excused.
- Participation in Physical Education on days of games or practices is required. Any student not doing so will not be allowed to practice or play in games.
- Students who lose or damage a uniform will be required to reimburse Nashville #49 for the cost of that uniform.

**A committee consisting of the athletic director, teachers, administrators and, as appropriate, coaches and sponsors will monitor and decide questions of eligibility, suspension or dismissal for issues not clearly covered by these eligibility standards.**

### **EXTRA CURRICULAR PARTICIPATION – FEES**

Students with delinquent fund balances in excess of \$50 with the Nashville CCSD #49 are prohibited from trying out for or participating in district sponsored extra-curricular activities.

If a student account is delinquent in excess of \$50 at the time of tryouts for that activity they will not be allowed to try out. The notification of fees comes every Friday during the school year via a note home and or e-mail notification. Parents wishing to set up a payment plan must contact the principal prior to the try-outs in order for their child to be given the opportunity to try out. The principal's decision in the appropriateness of any exemption, payment plan, or error is final except for any appeal rights which may exist in either board fee waiver and hardship policies or law.

If payment arrangements have been made and the parents default on the agreement the student is ineligible to participate for the remainder of that particular season.

### **BAND AND CHORUS**

Students may join the band in any of the grades at the Nashville Middle School (5 through 8). It is strongly recommended that they start their participation in the fifth grade.

The Nashville Middle School Chorus is composed of two groups, the beginning chorus which consists of fifth and sixth graders and the advanced chorus which consists of seventh and eighth graders. The music director will give information on performances to the students as the need arises.

Eligibility for participation in band activities outside of the school day is addressed in the Athletic/Extra Curricular section preceding this section in the student handbook. Activities considered outside of the school day include, but are not limited to, parades, pep band, concerts, and state music contests.

All students involved in band or chorus will still receive their individual lessons/sectional lessons/band instruction/chorus instruction that takes place during the school day.

### **CHALLENGERS CLASSES**

District 49 offers "CHALLENGERS" activities as an after school extension of the regular classroom in grades 1 through 8 in the curriculum areas of math and language arts for high ability/high achieving students. All students in grades 1 through 8 are given the Otis - Lennon abilities test early in the school year. That test serves as one part of a three-part matrix which may qualify a student for the "Challengers" activities. Teacher recommendation and student grades in the academic subject areas make up the other two components of the matrix. Students earn from zero to twelve points on the Otis - Lennon test; and two to five points for their grades. Points from the three areas of the matrix are then totaled and the program coordinators determine if a child has earned placement in the program.

### **SCHOOL SEARCHES**

School authorities may search a student and/or his/her personnel effects (e.g. purses, wallets, knapsacks, book bags, lunch boxes, etc.) or locker when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. The search itself must be conducted in a manner which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Illegal items seized during the search may be provided to local law enforcement officials for possible legal action.

### **GANG ACTIVITIES**

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in gang activity, including but not limited to:

- Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang.
- Committing any act of omission, using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang;
- Using any speech or committing any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to: soliciting others for membership in gangs; requesting any person to pay protection or otherwise intimidating or threatening any person committing any other illegal act or other violation of school district policies; inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to serious disciplinary action, including possible suspension or expulsion from school.

### **Cell Phone/Electronic Device Policy**

Cell phone/electronic device is considered to be the following, but is not limited to these devices:

- Cell Phones/Smart Phones
- Apple Watches or any other type of Bluetooth watch.
- Tablets
- E Readers
- Handheld gaming device

Students are prohibited from using any cell phone/electronic device once they enter the school building. The device is to be turned off and left in their locker throughout the day. The use of an electronic device on a field trip is prohibited unless it is a field trip that will not return to school until after regular school hours.

Students will be allowed to wear a Bluetooth watch during the school day, but their phone must be turned off and in their locker. If it is determined that they are using their Bluetooth watch for anything other than checking the time or their steps during the day the watch will be subject to the same consequences as a phone.

Failure to follow this policy will result in the following consequences:

1. First Offense – The device will be confiscated and a detention will be assigned. The student can pick up the device at the end of the school day.
2. Second Offense – The device will be confiscated and a detention will be assigned. The student's parent or legal guardian will have to pick up the phone.
3. Third Offense – The device will be confiscated and a detention will be assigned. The student's parent or legal guardian will have to pick up the phone. The student will be barred from having an electronic device at school (other than their school issued laptop) for 10 days. Failure to follow this 10 day suspension will result in loss of device privileges at school for the remainder of the school year as well as additional disciplinary action which could include, but is not limited to, detention, in school suspension, out of school suspension.
4. Fourth Offense – The device will be confiscated and a detention will be assigned. The student's parent or legal guardian will have to pick up the phone. The student will be barred from having an electronic device at school (other than their school issued laptop) for the remainder of the school year. Failure to follow this action will result in loss of device privileges at school for the remainder of the school year as well as additional disciplinary action which could include, but is not limited to, detention, in school suspension, out of school suspension.

**Nashville CCSD #49 is not responsible for the loss, theft, or damage to any student's personal electronic device.**

### **THREATS OF VIOLENCE**

The Nashville CCSD #49 recognizes the special responsibility it has to protect the health and safety of students during the school day and while participating in school-related activities. The School District also

regretfully acknowledges that the increasingly violent world in which we live presents dangers to innocent members of the school community. School officials believe that they should take reasonable steps necessary to protect the school population against the possibility of violence. Students and others are encouraged to anonymously report threats of school violence by calling 1-800-477-0024.

Given national publicity regarding school shootings which have occurred in the recent past, the School Board believes that threats made against members of the school community or school property should be taken seriously and dealt with firmly. Any threats of physical violence or property damage will result in the discipline of the person making the threat. A student making a threat will be subject to discipline up to and including expulsion from school for a period not to exceed two (2) years. Threats made by employees will result in discipline up to and including dismissal. Where appropriate, in the case of any threat made by any person, school officials may take steps to encourage and cooperate with a criminal prosecution of the person making the threat.

### **TEEN DATING VIOLENCE**

Engaging in teen dating violence that takes place at school, on a school property, at school sponsored activities, or in vehicles used for school provided transportation is prohibited. For the purpose of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship or uses or threaten to use violence in the dating relationship.

Anyone with information about incidents of teen dating violence should report them to any school staff member including (but not limited to) teachers, support staff, and district administration. School staff shall respond to incidents of teen dating violence by following the district's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

### **SEXUAL HARASSMENT**

#### **I. THE POLICY**

- A. It is the policy of Nashville Community Consolidated District #49 to maintain a learning and working environment that is free from sexual harassment.
- B. It shall be a violation of this policy for any student or employee of Nashville Community Consolidated Grade School to harass another student or employee through conduct or communications of a sexual nature as defined in Section II.
- C. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:
  1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
  2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
  3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.
- D. Sexual harassment, as set forth in Section I-C, may include but is not limited to the following:
  1. Verbal harassment or abuse
  2. Pressure for sexual activity
  3. Repeated remarks to a person, with sexual or demeaning implications

4. Unwelcome touching
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

## II. PROCEDURES

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, or a complaint manager. A student 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.

## III. SANCTIONS

- A. A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action, including discharge.
- B. A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline code.

Nondiscrimination Coordinator

Chuck Fairbanks  
750 E. Gorman  
Nashville, IL 62263  
Phone 618-327-4304  
Email Address cfairbans@nashville49.org

Complaint Managers

Michael Brink  
750 E. Gorman  
Nashville, IL 62263  
Phone 618- 327-3055  
Email Address mbrink@nashville49.org

Michelle Kuhl  
750 E. Gorman  
Nashville, IL 62263  
Phone 618-327-3055  
Email Address kuhl@nashville49.org

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

### **STUDENT WELFARE – CHILD ABUSE**

According to Illinois Law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. In such a situation the staff member shall notify the superintendent that a report has been made. Traditional considerations of confidentiality shall not constitute grounds for failure to report such cases. Abuse and Neglect are defined by Illinois Law but may generally be understood as follows:

1. Abuse is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.

2. Neglect is abandoning a child, subjecting a child to an environment injurious to his/her welfare or failing to provide the proper support, education or remedial care required by law by one who is responsible for the child's welfare.

### **SEX OFFENDER INFORMATION**

**Public Act 94-004: Sex Offender Registration** requires that all public schools notify parents of information concerning sex offenders. This information is available at [www.isp.state.il.us](http://www.isp.state.il.us).

### **EDUCATION OF HOMELESS STUDENTS**

Nashville CCSD #49 will provide homeless students with a free and appropriate public education in compliance with the McKinney-Vento Act (Section 725).

A student is considered homeless if they lack a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students that are:

1. Sharing housing due to the loss of housing, economic hardship, or similar reason.
2. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency or transitional shelters.
4. Abandoned in hospitals.
5. Awaiting foster care placement.
6. Living in a primary nighttime residence that is a public or private place not designed for sleeping accommodations.
7. Living in cars, parks, public spaces or similar settings not designed for sleeping accommodations.

### **ATTENDANCE**

Regular attendance is a key factor for each student to achieve maximum growth in learning. It is the responsibility of the parent or guardian to make sure that the child is at school every day. If a child is absent from school it will be for either an excused or unexcused reason. In general one day will be allowed to complete make up work for each day of excused absence. In cases where there is an extended absence due to illness or another excused reason, special arrangements for completion of makeup work should be made with the respective teacher or through the principal.

The following are considered valid excused reasons for absence:

1. Illness of the student (physical, mental, or behavioral), death or serious illness of a member of the immediate family, family emergency, situations beyond the control of the student, observance of a religious holiday or event, and a circumstance that causes reasonable concern to the parent/guardian for the student.
2. Medical, dental, or eye appointments which cannot be made after school or on weekends
3. Attending a military honors funeral to sound TAPS. A student or students may be excused up to five days in a case where a parent/guardian is active-duty military and is being deployed, returning from deployment, or is on leave from active duty. The Board of Education is able to approve additional days for students in this situation as well.
4. Absences for any personal reason other than those listed above must be given prior approval by the school administration. Approval may be sought by telephoning or writing a note to the principal or superintendent. **Failure to have these absences pre-approved may result in unexcused absences.**

Students are required to collect all work they missed during this absence upon returning to school. They will have the number of days they missed to complete the work. Any work not completed in that time frame will result in a grade of zero for all assignments.

5. Students are allowed up to five excused days for mental/behavioral absences without a doctor's note. Parent/guardian must specify it is a mental/behavioral absence when calling the student in.

Any student that misses three or more consecutive days of school, excluding absences that have been previously approved by administration, will be required to present a note from the doctor's office indicating they have received treatment during the absence. Failure to do so will result in the absences being unexcused.

Students shall be permitted **NO MORE THAN FIVE EXCUSED ABSENCES PER SEMESTER BASED UPON PARENTAL CONFIRMATION FOR THE REASONS OF THE ABSENCE.** Parent calls for mental/behavioral absences do not count against these five days/semester. After the student has been excused five times during a semester, additional absences will only be excused through verification from a written medical statement by a physician. After the five excused absences, the school will notify the parent/guardian. If a student absence is verified by a doctor's excuse before the student has reached the limit of five days (or classes) of excused absences, the absence will not count toward the five days permitted by this section. All doctor's excuses must be submitted to the main office within 48 hours of the student absence.

Determination of whether an absence is excused or unexcused is left up to the discretion of the administration.

Any day that is considered an unexcused absence will result in a grade of zero on all assigned work, classroom assignments, quizzes, or tests on the day or days marked unexcused.

If a student is absent from school the parent or guardian should call the Primary School (327-4304) or the Middle School (327-3055) before 9:30 a.m. giving the reason for the student's absence. Lacking a phone call, students should bring a signed note from a parent or guardian the first day upon returning to school.

To be counted present for an entire day a student must be in attendance for at least 300 minutes not counting lunch and noon recess. Students must arrive before 9:00 a.m. or not leave earlier than 2:40 p.m. to be counted present for one full day.

Students are not to leave the school grounds for any reason during the school day unless permission is granted by office personnel. Students are reminded that property around the school is private and should be treated accordingly. Students must "SIGN OUT - SIGN IN" at the receptionist desk.

### **PERFECT ATTENDANCE**

Perfect attendance awards are given at the close of each school year to students at both schools who have been present every day during the entire year. To be considered present a student must be at school at least the minimum of five (5) clock hours as explained under "Attendance Policies".

### **TARDINESS**

Students tardy at the beginning of the school day, after 8:25 a.m. or tardy to class in the middle school, will be subject to a detention for every three tardy notices per month in the primary school and per quarter in the middle school.

### **ARRIVING AND RETURNING TO SCHOOL GROUNDS**

Students should not arrive before 7:30 A.M. Students must leave the building before 3:20 P.M. each day

unless they are under the direct supervision of school personnel. If there is ever need to return to the school building to retrieve books or other articles, students and/or parents must first check in with the receptionist.

### **HOMWORK - MAKE UP WORK - INCOMPLETE GRADES**

It is the responsibility of each student to complete homework assignments by the date the teacher assigns the work to be completed. The following consequences will occur if homework is not completed:

- 1<sup>st</sup> day assignment is late – 10% off of the assignment.
- 2<sup>nd</sup> day assignment is late – 50% off of the assignment.
- 3<sup>rd</sup> day assignment is late – the assignment is recorded as a zero.

All assignments, even those receiving a failing grade due to being late, must be turned in to the respective teacher at their discretion. An Incomplete grade at the end of a nine (9) week period must be made complete within two (2) weeks. Two weeks after the end of the grading period, an incomplete grade turns into a zero grade if prior arrangements have not been made with the teacher and/or administration. Any time a student is absent from school it is his/her responsibility to make up missed assignments. The student should contact each teacher between 8:00 and 8:15 am on the first day they are back regarding missed assignments to determine when the make-up work will be due. Normally, one day is allowed to make up an assignment for each day of excused absence. Failure of the student to follow up on make-up work may cause credit for the assignment to be lost.

### **AFTER SCHOOL ZERO MAKE-UP**

Students that turn in work three days late will be given an opportunity to make up any assignment after school. They will have an opportunity to complete the late work at 50% credit. They will be assigned a day to stay after school and complete the work. Failure to stay after school and complete the late assignment or assignments on the assigned date will result in a grade of zero for that assignment or assignments.

### **PAPERS TO BE SIGNED**

Occasionally, students at both the Primary and Middle Schools bring home notes, school papers, quizzes and tests to be reviewed and signed by parents. Parents are encouraged to help their child by asking about such papers and seeing that they are returned to school the following day. These communications are intended to keep parents regularly informed about student progress and to help build student responsibility levels.

### **SCHOOL NURSE**

The school nurse is the chief health officer of the school district. In addition to working in concert with the social work office on student counseling, the nurse will be the custodian of all health records and the designated administrator of all medications. Absolutely no prescription or non-prescription medicines of any kind should be brought to school without the knowledge of the school nurse or office personnel.

### **VISION AND HEARING SCREENINGS**

Vision and Hearing screenings will be done during each school year, as mandated, for students enrolled in: Pre-School, Kindergarten, 2nd Grade, 8th Grade, Special Education, as well as teacher referrals and students new to the district. If time permits, additional grade levels will also be screened. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. This notice is not a permission to test and you are not required to return a response. Vision and hearing screenings are not an option. You may request, in writing, that your child be exempted from the vision screening if the optometrist or ophthalmologist



has completed and signed a report form indicating that an examination has been administered within the previous 12 months. A copy of this report must be on file at the school.

### **ADMINISTRATION OF MEDICATION**

The purpose of administering medication in school is to help each child maintain an optimal state of health that may enhance his/her educational opportunities. Medications shall be those required during school hours that are necessary to provide that student access to the educational program. The purpose of these guidelines is to reduce the number of medications given in school, yet assure safe administration of medication for those students who require them.

**All** medication, including prescriptions and non-prescription (over the counter) drugs, shall require a **written** order from the physician detailing:

The name of the student,

The name of the medication, dosage & direction for administration, possible side effects &/or restrictions,

An emergency number where the physician can be contacted.

All medication shall be sent in the container from the pharmacy or the original packaging.

All medications given at school shall require a **written** request from the parent/guardian.

All medication shall be stored in and dispensed from the Health Office.

The purpose of administering medications in school is to help each child maintain an optimal state of health that may enhance his/her educational opportunities. The medications shall be those required during school hours that are necessary to provide that student access to the educational program. The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration of medications for those children who require them.

1. Short-term medications, including prescription and non-prescription drugs, shall be brought to school in an appropriately labeled container which should include the name of the drug, dosage, and time to be given. Only the amount needed for the day or week shall be brought to school.
2. Long-term medications shall require a written order from the physician detailing
  - the name of the student, and the type of disease or condition involved,
  - the name of the drug, dosage, time interval in which the medication is to be taken, and the side effects,
  - an emergency number where the physician can be reached.
3. Administration of any over the counter medication including, but not limited to, cough syrup, aspirin, or any other type of pain relievers will require a signed order from a doctor.
4. All medications that are given at school shall require a written request from the parent(s)/guardian requesting that the medication be given during school hours.
5. Medications will be stored in a locked drawer or cabinet. Medications requiring refrigeration will be refrigerated in a secure area.
6. If the school nurse is not available for administration of the medication, office personnel will dispense the medication.

### **HEALTH EXAMINATIONS**

All children entering the Early Childhood class, the Pre-kindergarten class, kindergarten, first grade for the first year of school attendance, or sixth grade shall be required to have a complete health examination, with up-to-date immunizations, prior to entering school on the first day of attendance as specified by the School Code of Illinois. Students not having a completed health examination, or not fully immunized according to the Illinois Department of Public Health standards, will be excluded from school until such needs are satisfied. Proof of a dental examination must be on file by May 15<sup>th</sup> for every kindergarten, second grade, and sixth

grade student. Proof of an eye examination must be on file by October 15<sup>th</sup> for all kindergarten students. Failure to do so could result in the holding of the student's report card. Students transferring into District 49 after the beginning of the school year, who do not have a completed physical on file or are not fully immunized, will be allotted 30 days to meet the requirements.

### **HEALTH EXAMINATIONS FOR ATHLETICS, ETC.**

Health exams are required prior to any type of athletic practice sessions or participation in athletic programs. Students are responsible for ensuring that the exam is on file in the office, with the athletic director or with the respective coach.

### **NOTICE OF AIDS, FAMILY LIFE, AND SEXUAL ABUSE INSTRUCTION/ERIN'S LAW**

During the school year classes are offered at various grade levels concerning AIDS awareness, avoiding sexual abuse, etc.

No student is required to participate in these classes if his/her parent(s)/guardian(s) object. There is no penalty for refusing to participate in such a class or program. If a parent or guardian wishes information about instructional materials or course outline, please contact the school (327-3055), and the secretary will connect you with the appropriate teacher.

105 ILCS 5/10-20.25 is the legislation in place that requires school to teach children about child abuse and neglect. Nashville CCSD #49 will have an outside organization such as The Amy Center provide training for children in this area. They will discuss child abuse, child sexual abuse, child neglect, and cyberbullying. This will take place during P.E. class.

### **CPR AND AED TRAINING VIDEO**

Public Act 098-0305 encourages parents and students to view the CPR and AED training videos made available on the IHSA website.

A link to this page is as follows:

<http://ihsa.org/Resources/SportsMedicine/CPRtraining.aspx>

### **NOTICE OF STATE TESTING**

During a time period specified by the state each year, grades 3, 4, 5, 6, 7, and 8 will be taking some type of state mandated standardized test. Parents should make sure their child(ren) is in attendance during testing periods. Most of the testing will be in the morning, so please be sure your child(ren) has had a good night's sleep the night before and eats breakfast the mornings of the test.

### **ACADEMIC GRADE SCALE**

Kindergarten will have a different grade card. The following information applies to all grades one through eight.

A = 93 - 100	Superior - [earns <b>5 GRADE POINTS</b> toward promotion / graduation / honor roll]
B = 84 - 92	Above Average - [earns <b>4 GRADE POINTS</b> toward promotion / graduation / honor roll]
C = 74 - 83	Average - [earns <b>3 GRADE POINTS</b> toward promotion / graduation / honor roll]
D = 63 - 73	Below Average - [earns <b>2 GRADE POINTS</b> toward promotion / graduation / honor roll]
F = 62 and below	Failing - [earns <b>ZERO POINTS</b> toward promotion / graduation / honor roll]

I = Incomplete      Work not yet completed - [work to be completed within 2 weeks of end of quarter unless other arrangements with administration are made]

Grade "A" is an honor grade and represents work of superior quality. Guidelines for an "A" grade:

1. Assignments well done and on time
2. Positive class attitude
3. Real contribution to class work
4. A good record of attendance
5. Quality and neatness in work
6. Evidence of ability to work independently

Grade "B" represents work of excellent quality and is given to those who do work which is clearly above the average. Guidelines for a "B" grade:

1. Mastery of major portion of assigned work
2. Above average class response
3. Work handed in on time
4. A good record regarding class attitude
5. Shows ability above the majority of students

Grade "C" is often considered to be "average". Honest effort and meeting requirements for a "B" mark with a fair degree of accuracy and success will earn the GRADE "C".

Grade "D" is below average but is a passing grade. Doing required minimum work which is passable about 70% of the time will earn the grade of "D".

Grade "F" means that the student has failed to meet the standards for a passing grade.

Grade "I" indicates that the student's work was not completed, or that they had not met all the requirements for passing, by the end of the grading period; but the work could still be completed, or requirements met at a later date. If the incomplete work has not been changed to a passing grade on the records within two weeks after the student received the report card, it automatically becomes an "F", unless the teacher and/or the principal have approved special arrangements ahead of time. The teacher will explain grades which do not strictly utilize this scale, with additional information attached to the report card.

### **PROGRESS REPORTS**

Progress Reports will be sent home to all students at the mid-point (5 weeks) of the first (1st) nine-week grading period. During the final three nine week periods, progress reports will be sent home when a student is earning a D or F grade or when there is a change in grade from the previous report card period. Faculty members are always encouraged to send home both informal and formal reports to promote better and closer parent-teacher communication.

**Parents are also reminded of their responsibility to stay informed either through their child or by contacting teachers. Parents are always encouraged to contact teachers with questions or concerns.**

### **REPORT CARDS**

Report cards are sent home to parents or guardians at the end of each nine-week grading period. Parent-teacher conferences are scheduled at the end of the first nine-weeks for all parents or guardians, but conferences may be arranged by either parents or teachers at any other time during the year. Parents are

expected to discuss the report card with the student each time it is sent home. Parents or guardians are then asked to sign the card and have the child return it to the homeroom teacher the following week. Students failing to return signed report cards may be subject to disciplinary action.

### **Promotion/Retention/Summer School Policy**

3.0 or higher no summer school unless they have multiple F's in the same subject

2.5-2.99: 2 weeks of summer school with 3 F's overall

2.0-2.49: 2 weeks of summer school with 3 F's, 4 weeks of summer school with 4 or 5 F's

1.5-1.99: 4 weeks of summer school with 4 or 5 F's, 6 weeks of summer school with 6 or 7 F's

Students may attend 8 weeks of summer school if they have 8 or 9 F's to make up.

Students with 10 or more F's will be retained.

Students with 2 F's in the same subject will attend 2 weeks of summer school. Students with 3 F's in the same subject will attend 3 weeks of summer school. Students with 4 F's in the same subject will attend 4 weeks of summer school.

Students that receive 2 F's in 2 subjects will have to attend 4 weeks of summer school. Students that receive 3 F's in 2 subjects or 2 F's in 3 subjects will have to attend 6 weeks of summer school.

Students that receive 4 F's in 2 subjects will be retained.

If a student does not complete a major class project such as a term paper or Science Fair project they will have to attend 2 weeks of summer school.

If a student already has to attend summer school and has multiple F's in one subject they don't have to attend extra summer school. The exception to this is stated above if they have a GPA of 3.0 or higher.

Students can attend summer school in consecutive school years.

If a student is assigned summer school and does not attend summer school or misses days without prior arrangements or a doctor's note they will be retained.

8 weeks is the maximum summer school that is allowed per year.

### **GRADUATION REQUIREMENTS**

Students graduating from Nashville Grade School must complete the course of studies as prescribed by District 49 and the State of Illinois. To be considered eligible for graduation all students must have fulfilled the set in the promotion/retention policy above. Students enrolled in special education programs will be eligible to graduate as determined by his/her yearlong academic performance as set forth by the classroom teacher and the administration. Each graduate will be expected to pay in advance for the cap and gown. All fees and accounts must be paid in full prior to graduation.

### **Accelerated Placement Policy**

Accelerated placement is defined as, but not limited to, early entrance to kindergarten, early entrance to first grade, single subject acceleration, or whole grade acceleration.

### **Referral Process**

If a parent or guardian is interested in pursuing accelerated placement for their child they are required to contact the building principal. Within ten days of receiving the request the principal will determine if an evaluation is warranted. This determination will be based on reviewing

existing data, student observation, consultation with the child's teacher, and a meeting with the parents and the districts accelerated placement committee.

## **Evaluation**

If a further evaluation is determined to be appropriate the student will be further assessed by a member of the district's accelerated placement committee. The evaluation will take place within twenty school days of the initial consent.

Once the assessment is completed the committee will meet to discuss the results of the assessment. A decision will be made at this time regarding the accelerated placement request.

## **REQUIREMENTS FOR SPECIAL NEEDS STUDENTS**

Nashville Grade School offers a variety of special education services for students at all grade levels. Students who do receive special education services are required to maintain passing grades with a minimum 2.0 grade point average to be considered eligible for promotion or placement into the next grade.

Students meeting the performance expectations set forth by the classroom teacher, in addition to passing the Illinois and United States Constitution tests, will be considered eligible for graduation. Students meeting the prescribed requirements will be awarded the standard diploma; while students being placed but not promoted to the next grade level will be awarded a certificate of achievement for their efforts. Parents of students who are to receive the certificate of achievement at graduation will be notified of this award prior to graduation

## **HONOR ROLL, VALEDICTORIAN –SALUTATORIAN**

There will be an Honor Roll published for the seventh and eighth grades only. The following academic subjects will be used in determining the honor roll:

1. Reading
2. Science
3. Mathematics
4. English or grammar/Spelling
5. History or social studies

High Honor Roll 4.5 - 5.0 Grade Point average

Honor Roll 4.0 - 4.49 Grade Point Average

Note: Five points are awarded for a grade of "A" - four points are awarded for a grade of "B" - three points are awarded for a grade of "C" - two points are awarded for a grade of "D" - 0 points are awarded for a failing grade. If two or more "D's" are made in non-academic areas, a student will not be eligible for the honor roll. These areas include physical education, classroom music and instrumental and vocal music. If a student has an unsatisfactory grade (D or F) in department, he/she will not be eligible for the honor roll.

Valedictorian/Salutatorian will be determined based on a student's grade percentage from their seventh and eighth grade school years. The grades in Math, English, Reading, Social Studies, Science, and Spelling will be used in determining the awards. The student with the highest overall percentage will be the valedictorian and the second highest percentage will be the salutatorian. Any student that has a cumulative grade percentage of 98% or higher will automatically be a valedictorian. If there are multiple students with a

percentage of 98 or higher then they will all be valedictorian and the student with the next highest percentage will be the salutatorian.

## **STUDY HINTS**

### **How to study a lesson:**

1. Look over the entire assignment to get an idea of its length and content.
2. Read the pages of the assignment carefully. Try to understand the meaning of what has been read.
3. Recite the lesson in your own words to yourself or someone else.
4. Go over and over the parts that need to be remembered accurately, such as names, dates, and special rules.

### **Hints when studying at school:**

1. Have needed materials: books, paper, pencils, etc.
2. Concentrate on the lesson during each class period.
3. Take notes carefully, and ask questions when you don't understand.
4. Write down assignments, and use the school library or internet for additional help.

### **Hints when studying at home:**

1. Begin before you are too tired.
2. Select a quiet place without radio or TV noise.
3. Be comfortably dressed and have a comfortable chair with good light in a quiet place without radio TV noise.
4. Start with the assignment you enjoy most, but be sure to allow time for each assignment.
5. Concentrate on what you are doing, but after an hour, take a short rest period.
6. Set definite times to study and set goals for your accomplishments for this time period.

## **STUDENT RECORDS**

### **Permanent Records**

1. Shall consist of:
  - a. Basic, identifying information including a student's name and address, birthday, birthplace, and gender
  - b. Academic transcript, including grades, class rank, graduation date, and grade level achieved.
  - c. Attendance record
  - d. Accident and health records
  - e. Record of release of permanent record information.
2. May consist of the following:
  - a. Honors and awards received
  - b. Information concerning participation in school sponsored activities or athletics or offices held in-school sponsored organizations.
3. These records will be maintained and kept on file for sixty (60) years. After that time, they will be destroyed.

**Temporary Records** consist of all information not required to be in the student permanent record and may include the following:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Achievement test results

5. Reports of psychological evaluations
6. Participation in extracurricular activities including any offices held in school-sponsored clubs or organizations.
7. Honors and awards received
8. Teacher anecdotal records
9. Disciplinary information
10. Special education files
11. Other verified information of clear relevance to the education of students
12. These records will be maintained and kept on file for five (5) years. After that time, they will be destroyed.

Student records are reviewed at the end of kindergarten, fourth, and eighth grade.

**Rights of parents in regard to student records:**

1. Inspect and challenge the information in the records. This may also be done prior to transfer to another school district. Eighth grade student records are automatically transferred to the high school upon graduation.
2. Inspect and copy permanent and temporary records. The parents shall pay the cost of copying.
3. Request a copy of information released. The parents shall pay the cost of copying.
4. Request to inspect and copy student records by parents must be made in writing. The school shall comply with the request within 15 days of receiving such a request.
5. The right to copy school student records or information contained therein proposed to be destroyed or deleted. The records shall be reviewed every four years or upon a student's change in attendance center, whichever occurs first.

Note to Parents: No person may condition the granting or withholding of any right, privilege, or benefits the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the "Student Records Act."

Information characterized as temporary shall not be released unless specifically requested by the parent. Information contained in the temporary record of a handicapped student that may be of continued assistance to the student may after five years, be transferred to the custody of the parent.

Parents shall have the right to challenge any entry exclusive of grades in the school student records on the basis of accuracy, relevance, and/or propriety.

The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.

An initial informal conference with the parents shall be held within 15 school days of receipt of the request for a hearing.

If the challenge is not resolved by the informal conference, formal procedures shall be initiated. The method for the formal procedures is on file at the school.

Realizing that this handbook does not answer all questions that may arise from time to time, it should be kept in mind that this handbook is a dynamic and changing instrument. At the discretion of the principal, upon approval of the superintendent, this handbook can be added, amended, deleted in part or in its entirety, as conditions or situations warrant.

**ACCESS TO SOCIAL MEDIA INFORMATION**

School Authorities may not require a student or his/her parent/guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website

even if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

### **E-LEARNING PLAN**

Nashville CCSD #49 has a board approved comprehensive e-learning plan which is on our school website. It can be found at [www.nashville49.org](http://www.nashville49.org)

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about the directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

### **SEX EQUITY POLICY**

No person shall, on the basis of sex, race, creed, color, national origin, or handicapping condition, be excluded from, be denied the benefits of, or be subjected to discrimination under any educational program



or activity of the school. "This school is authorized under federal law to enroll non-immigrant alien students."

### **EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY RECRUITMENT**

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories. Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

#### **Minority Recruitment**

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

### **GRIEVANCE CHAIN OF COMMAND**

Students or parents with questions, complaints or grievances should FIRST talk with the respective teacher in charge. If a problem remains unresolved, those involved are encouraged to contact the principal.

#### **DISTRICT #49 UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

Title II of the Americans with Disabilities Act; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act; Title VI of the Civil Rights act; Equal Employment Opportunities Act; Sexual Harassment; misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; curriculum, instructional materials programs; Victims Economic Security and Safety Act; Illinois Equal Pay Act of 2003; services of homeless students.

District Complaint Manager

Michael Brink  
750 E. Gorman  
Nashville, IL 62263  
(Phone) 618-327-3055 ext. 203

Michelle Kuhl  
750 E. Gorman  
Nashville, IL 62263  
(Phone) 618-327-4304 ext. 238

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NASHVILLE COMMUNITY CONSOLIDATED DISTRICT 49

Dear Parents:

This Handbook contains a great deal of information about our school. We urge you to carefully review these materials with your child.

If you have any questions regarding the content of this booklet, please do not hesitate to contact Mr. Fairbanks (327-4304, Ext. 201) or myself (327-3055, Ext. 203).

After your review, please sign your name below and return this sheet to school with your child. We request that both mother and father [or legal guardian(s)] review this material and sign below.

Respectfully,

*Michael A. Brink*

Michael Brink  
Superintendent

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Homeroom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's (Guardian's) Signature

\_\_\_\_\_  
Father's (Guardian's) Signature