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N.I.C.E. PARENT/STUDENT HANDBOOK

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

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

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

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

Student Signature _____

Date _____

Parent/Guardian Acknowledgement

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

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

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

Parent/Guardian Signature

Date

GENERAL INFORMATION

**PARENT/STUDENT HANDBOOK
(2016 - 2017)**

**NORTH INTERMEDIATE CENTER OF EDUCATION
1300 WALNUT STREET
MT. CARMEL, ILLINOIS 62863**

OFFICE - 263-3876
FAX - 618-262-7189
WEBSITE - www.nice.wabash348.com

Principal - Mr. Chris Taylor

SCHOOL HOURS

Office:	7:30 am to 4:00 PM
Student's arrival:	7:30 am
Breakfast served:	7:30 am
Class begins:	8:05 am
Student Dismissal: Bus Riders	3:10 PM
Walkers	3:15 PM
Teacher Day:	7:40 am to 3:20 PM

DAILY CLASS SCHEDULE

7:30 - 7:55	Students report to gym and breakfast
7:55-8:05	Students go to homeroom
8:05-8:10	Begin School (Attendance & Lunch Count, Pledge)
8:10-8:45	<i>5th Grade Unified Arts</i>
8:48-9:23	<i>4th Grade Unified Arts</i>
9:26-10:01	<i>3rd Grade Unified Arts</i>
11:00-11:45	3 rd Grade Lunch/Recess
11:30-12:15	5 th Grade Lunch/Recess
12:00-12:45	4 th Grade Lunch/Recess
1:00-1:30	<i>3rd Grade P.E. afternoon group</i>
1:35-2:05	<i>4th Grade P.E. afternoon group</i>
2:33-3:03	<i>5th Grade P.E. afternoon group</i>
3:10-3:15	Bus Riders Dismissed
3:15	All Other Dismissed

3 Hour Early Dismissal Lunch/End of Day Schedule

For school improvement District has implemented eight 3 hour early student dismissals. These dates are: Sept. 23, Oct. 20, Nov. 18, Jan. 13, Feb. 17, Mar. 17, Apr. 27, on these dates NICE will follow this schedule for lunch and dismissal:

3rd Grade Lunch 10:15 - 11:00
5th Grade Lunch 10:25 - 11:30
4th Grade Lunch 11:15 - 12:00
Prepare for Dismissal 12:00-12:10
Bus Riders Dismissed 12:10

All Others Dismissed 12:15

DATES TO REMEMBER

WABASH COMMUNITY UNIT SCHOOL DISTRICT #348

2016 - 2017 SCHOOL CALENDAR

AUGUST	11	First Day of School / Teacher Institute Day (No School for Students)
	12	Teacher Institute Day (No School for Students)
	15	First Full Day of Classes
	31	End of August (13 days)
SEPTEMBER	5	Labor Day (No School)
	23	School Improvement Day (3-Hour Early Dismissal)
	30	End of September (21 days)
	30	End of First Month Aug/Sept (34 days)
OCTOBER	7	Teacher Institute Day (No School for Students)
	10	Columbus Day (No School)
	14	End of 1st Quarter (42 days)
	20	School Improvement Day (3-Hour Early Dismissal)
	20	Parent/Teacher Conference Day (5:00 p.m. – 7:30 p.m.)
	21	Parent/Teacher Conference Day (8:00 a.m. – 11:30 a.m.) (No School for Students)
	31	End of Second Month (18 days)
NOVEMBER	11	Veteran's Day (No School)
	18	School Improvement Day (3-Hour Early Dismissal)
	23	Thanksgiving Holiday Begins at Close of School (2-Hour Early Dismissal)
	24-25	Thanksgiving Holiday
	30	End of Third Month (19 days)
DECEMBER	16	End of Fourth Month (12 days)
	16	End of 2 nd Quarter (41 days)
	16	End of 1 st Semester (83 days)
	16	Christmas Holiday Begins at Close of School (2-Hour Early Dismissal)
JANUARY	3	Classes Resume
	13	School Improvement Day (3-Hour Early Dismissal)
	16	M. L. King's Birthday (No School)
	31	End of Fifth Month (20 days)
FEBRUARY	17	School Improvement Day (3-Hour Early Dismissal)
	20	Presidents' Day (No School)
	28	End of Sixth Month (19 days)
MARCH	10	End of 3 rd quarter (47 days)
	17	School Improvement Day (3-Hour Early Dismissal)
	24	End of Seventh Month (18 days)
	27-31	Spring Break (No School)
APRIL	3	Classes Resume
	6	Parent/Teacher Conference Day (5:00 p.m. – 7:30 p.m.)

	7	Parent/Teacher Conference Day (8:00 a.m. – 11:30 a.m.) (No School for Students)
	14	Good Friday (No School)
	27	School Improvement Day (3-Hour Early Dismissal)
	28	Teacher Institute Day (No School for Students)
	28	End of Eighth Month (17 days)
MAY	23	Regular School Closes – if no emergency days are used
	29	Memorial Day
	31	Last Day of School – if five (5) emergency days are used
	31	End of Ninth Month (22 days)
	31	End of 4 th Quarter (49 days)
	31	End of 2 nd Semester (96 days)

NORTH INTERMEDIATE CENTER OF EDUCATION **(N.I.C.E.)**

General School Information

This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection at the District Office located at 218 W. 13th Street or through the District’s website (dist348.com). The School Board governs the school district, and is elected by the community. Current School Board Members include:

Tim Schular, President	Jared Alka
Ryan Peter	Neil Earnest
Janice Alka, Secretary	Theresa Hocking
Kyle Peach	

The School Board has employed the following administrative staff and office personnel to operate N.I.C.E.

Tim Buss, Superintendent
Chris Taylor, NICE Principal
Sarah Morris, Social Worker
Kristi Berry, NICE Secretary
Christy VanMatre, NICE Nurse/Secretary

WELCOME

The administration and staff take this opportunity to welcome you to the current school year. We are here to assist you with any concerns or suggestions you may have regarding our learning community. We encourage your involvement in helping us provide a quality education for our children.

DISTRICT & N.I.C.E. PHILOSOPHY

It is the philosophy of this district that education is an ongoing, lifelong process. Education in this district is student-centered with each child encouraged to build a knowledge base that transfers to life situations. Each student is provided the opportunity to develop his/her potential to become a productive member of society and a self-fulfilled individual.

We believe that:

1. All students can learn.
2. Education should deal with the whole student.
3. The educational system should provide a secure environment conducive to learning.
4. Family and community involvement is vital to the development of the student.
5. The educational system is obliged to adjust and correct its course for the benefit of the student.

N.I.C.E. MISSION STATEMENT - (Part of Parent/School Compact)

The purpose of North Intermediate Center of Education is to provide a total educational program aimed at academic, social, physical, and moral growth for each child. Academically it is our responsibility to use the procedures and materials necessary to promote a child's curiosity for learning and to develop skills which will enable them to transfer what they learn from one situation to another. Children are taken at their instructional level and advanced to the maximum of their capability. Also, in order to help prepare each child to function adequately in a complex society, we will capitalize on every opportunity to encourage and compliment honesty, cooperation, responsibility, respect, treating others as you want to be treated, and taking pride in self. We are committed to providing a quality education, in a safe and secure environment, that is student centered, where each student is encouraged to build a knowledge base that transfers to life situations; where each student is given the opportunity to develop their potential to become a productive member of society and a self-fulfilled individual. This will be done by:

1. Laying the foundation on which each student can build toward a successful academic career.
2. Helping educate parents/guardians to encourage their children to succeed in school and life.
3. Providing a safe learning environment for our students.
4. Enhancing education with technology by providing equipment and program.

DISCLAIMER

This handbook is not intended to create a contractual relationship with the student: rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school sanctioned activity is a privilege and not a property right. This handbook cannot be, nor even presumed to be, all-inclusive. Therefore, the principal, within his/her school, may establish certain written rules and regulations consistent with those established by the Board of Education and the Superintendent of Schools to meet situations that may arise.

ANIMALS

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This

rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

ASBESTOS MANAGEMENT PLAN

The school's asbestos management plan is on file in the principal's office.

BICYCLES

Students who ride bicycles to school are advised to follow these practices:

1. Lock and secure your bicycle to the appropriate bike racks upon arrival at school
2. Riding of bicycles on school grounds is not permitted
3. Do not ride another student's bicycle.
4. When coming to and going from school obey all traffic laws and always remember you are riding in a high traffic area.

BOOK RENTAL AND FEES

Textbook Rental and fees are collected during Registration. The book rental and fees are payable at North Intermediate School and are as indicated:

Book Rental/Workbooks	\$52.00
Student Activity	2.00
Technology Fee	20.00
TOTAL	\$74.00

Families who are considered indigent or who for some reason cannot pay the first day should contact the principal so arrangements can be made to take care of the above needs.

CLASSROOM PLACEMENT

Student placement is one of our more important tasks at NICE. We work hard to create classrooms that are positive learning environments for everyone. This is a difficult task because the needs of our students are so diverse. In May, our staff begins the involved process of creating class assignments for the following school year. Our goal is to develop heterogeneous groups and to provide for each child's needs. Many factors play a part and are carefully considered in the decision making. These factors include:

- The program needs of each child;
- The balance of achievement levels in reading within each class;
- The balanced ratio of girls to boys;
- The motivation level of each student;
- The behavior factors regarding each student;

- The compatibility of students in classroom;
- The independent work habits of students;
- The student's social needs and leadership abilities.

If you have information that you would like considered in this process, please submit it in writing to the Principal by May 15th. The best information we can receive from you is a specific description of your child's needs. Input regarding serious potential conflicts (e.g. the need to separate certain students) is also appreciated. Request for specific teachers will not be honored. Your input, coupled with what we know about your student, will allow us to make what we feel is an appropriate class placement. Please be advised that a student's classroom placement for Reading, Language Arts and Math is based on tests scores and may even change during the school year.

COMMUNICATING WITH STAFF

Staff will not be interrupted during their teaching times to take phone calls. Staff will be available for calls during their non-teaching times. If needed, the office will be happy to relay messages to staff. Staff will then respond to any messages when not teaching. Presently staff will be available: 5th Grade (8:10-8:45); 4th Grade (8:48-9:23); 3rd Grade (9:26-10:01)

DELEGATION OF AUTHORITY

Each teacher and any other staff personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspensions, expulsions, or corporal punishment, which is appropriate and in accordance with policies and rules on student discipline. Teachers may use reasonable force, as a last resort, to assure the care, safety, welfare, and security of the acting out student, the class, and self.

The Superintendent or Building Principal is authorized to impose any disciplinary measures which are appropriate and in accordance with the policies and rules on student discipline, including out of school suspensions.

DENTAL/DOCTOR APPOINTMENTS

The school encourages parents/guardians to make such appointments after the school day, on Saturdays, and/or during a school holiday. However, if it is necessary to make the appointment during school hours the parent/guardian needs to make arrangements with the school office the day before the appointment by sending a note. This will allow the student to secure assignments prior to the absence and be prepared when he/she returns to school. While at the appointment it is a good idea to have the dentist/doctor give to you one of their forms indicating the appointment and when okay to return to school. This will suffice as your note when returning to school.

DRESS CODE

District #348 Board of Education believes it is advisable to govern to some extent the determination of what constitutes proper dress for attendance at school. The rules and regulations shall be reviewed

periodically and revised when deemed necessary. The mode of dress should reflect the proper attitude toward school and promote self-esteem. One should be clean, neat, and well groomed at all times. Dress and/or looks that will create undue distractions or results in disruptive actions on the part of the person will not be allowed. Generally, acceptable dress for both boys and girls should be in good taste. Shirts and blouses which expose the abdomen and clothing that exposes any underwear are not acceptable. All students must wear shoes. Caps, hats, headgear, and visors must be removed upon entering the building. Common sense clothing during cold/cool weather will help reduce illnesses and medical cost. Clothing with vulgar or suggestive writing or pictures will not be tolerated. Clothing advertising alcoholic beverages, smoking, smokeless tobacco, or drugs will not be allowed. Also, shoes with wheels are not to be worn to school. Pajamas are also not to be worn in school, however with approved by administration. Unusual or questionable dress will be screened by the administration and students may be sent home to change clothes.

EMERGENCY FORMS

Each person at the beginning of the school year fills out an emergency form for use should your child be injured or be involved in some emergency during the year. PLEASE HELP US KEEP THIS INFORMATION CURRENT BY NOTIFYING THE OFFICE OF ANY CHANGES IN WORKPLACE, NAME, ADDRESS, OR TELEPHONE NUMBER. It is important to keep this information correct. ALSO, WITH OUR CRISIS MANAGEMENT PLAN, IT IS IMPORTANT TO BE ABLE TO CONTACT YOU IF/WHEN NEEDED.

ERIN'S LAW

Erin's Law (105 ILCS 5/22-65) was signed into Illinois law on January 24, 2013. **Erin's Law** requires that all public schools in each state that passes it implement a prevention-oriented child sexual abuse program which teaches:

1. Students in grades pre-k through 5th grade, age-appropriate techniques to recognize child sexual abuse and tell a trusted adult
2. School personnel all about child sexual abuse
3. Parents & guardians the warning signs of child sexual abuse, plus needed assistance, referral or resource information to support sexually abused children and their families District #348 teaches these age-appropriate techniques to students in pre-k through 6th grade.

FIELD TRIPS

Field trips are part of the educational program and students are generally expected to participate. Students whose parents/guardians object to the child's participation in the field trip will notify either the principal or the teacher in writing. Those students will not participate in scheduled field trips. Also, inappropriate behavior may result in the loss of field trip privileges.

GRIEVANCE PROCEDURE

A grievance is a difference of opinion raised by a student, a group of students, a parent or parents, or a member of the community involving:

1. the meaning, interpretation, or application of established policies;
2. difference in treatment; and
3. application of legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Any hearings and conferences held under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity to participate for all persons involved in the process. Information is available in the office of the superintendent, building principal, Title IX coordinator, and athletic director. Time limits refer to days when school is in session.

Step I - The student(s) and/or parents(s) (“grievant”) should discuss the matter with the person(s) whom the grievance issue arises with 14 days of the time when a reasonably alert person should have been aware of the event giving rise to the grievance. An oral response must be provided within 5 days thereafter.

Step II - (if appropriate, otherwise proceed to Step III) If the problem is not resolved in Step I, the grievance should be referred informally to the Title IX or 504 Coordinator, if appropriate. A meeting must be held within 5 days from notification of referral and a written response made within 5 days thereafter.

Step III- If the problem is not resolved at Step I or II, the grievance should be formally referred in writing to the Building Principal. A meeting shall be held within 5 days from receipt of written notification and a written response provided to the grievant within 5 days thereafter.

Step IV- If the grievance is still not resolved, grievant should within 10 days submit the grievance in writing to the Superintendent. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be conducted and documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievance and Superintendent or a duly appointed district representative within 10 days and a written response provided within 5 days thereafter.

Step V- If a satisfactory solution is not reached, the grievance(s) may appeal the issue in writing to the Board of Education within 10 days from the receipt of the response in Step IV. The grievance may then appear at the next regular meeting of the Board of Education or a special meeting if called by the Board. A written response will be provided within 10 days thereafter.

Step VI- If the issue is not satisfactorily resolved in Step V, the grievance(s) may appeal the grievance in writing and, if grievance(s) so choose, request a meeting with the Superintendent of the Education Service Region.

Step VII- If the issue is not satisfactorily resolved in Step VI, the grievance(s) may appeal the grievance in writing to the Illinois State Board of Education/State Superintendent.

Due process shall exist through the grievance procedure and shall include the rights to representation, presentation of witnesses and evidence, confidentiality, review of relevant records, and proceed without harassment and/or retaliation.

HOMELESS

N.I.C.E. and the Illinois State Board of Education consider school enrollment, attendance and success of homeless children a high priority and a free and appropriate education will be provided. Both Illinois and federal law define "homeless". Homeless students include, but are not limited to, children or youth who are: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (commonly referred to as being "doubled up"); are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; are staying in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; or are otherwise not residing in a fixed, regular and adequate nighttime residence. There is no specific time limit on how long a child or youth can be considered homeless. Whether a child or youth meets the definition of homeless depends on the living situation and the individual circumstances.

"Homeless" children and youth are entitled to attend any of the following: the school in which he/she was enrolled when permanently housed; the school in which he/she was last enrolled; or any public school that non homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. If you feel your child or youth fall into the "Homeless" category please contact: N.I.C.E. Social Worker - Sarah Morris 618-263-3876 or District "Homeless" Coordinator Nancy Vargo 618-263-3852

INSURANCE AND INSURANCE CLAIMS

Each student will have the opportunity to sign up for school insurance at a reasonable rate. Information on specific policies and cost will be available during registration. Generally, school insurance is not required. The State of Illinois has provided a program whereby all students are covered at school. However, this program is year to year and may not always be provided. Students or parents filing a claim for school insurance coverage are to contact the school secretary and fill out claim forms, have the forms signed by a doctor, and then forward it to the insurance company.

LIBRARY INFORMATION

All students, faculty, and administration are encouraged to use the library and borrow materials from it. All books and materials to be taken from the library must be first checked out at the desk. Library books may be borrowed for two (2) weeks. Each book may be renewed for an additional two (2) weeks. Each student is responsible for the book(s) he/she checks out in his/her name. Library books should not be loaned to another student. Return the book(s) to the library when due to be returned so others can check out the book(s). Injury to books and lost books will be paid for by the student and/or his/her parents/guardians by the end of the school year. The cost of the book will be determined by the librarian. The cost of the book must be paid for before the student can receive his/her report card at

the end of the school year. With special permission from the librarian, magazines, newspapers, some reference books, and pamphlets may be checked out for one (1) period to use in the classroom. With special permission from the librarian, at the close of the school day the above material(s) may be checked out overnight. If permission is granted, the material(s) is/are due back in the library prior to the beginning of the next school day. Failure to return the material(s) will result in denial of further special privileges. If you cannot find what you want in the library, ask the librarian for help. The library is for all to use. The materials in the library will reward you in many ways. The books on the shelves encircle the whole field of human knowledge and imagination. Enjoy the time you spend in the library.

LOCKERS

The hall lockers are assigned to students for use during the year. The school retains ownership and the right to inspect and search the lockers and confiscate items that are considered contraband, inappropriate, or dangerous. Lockers will not be locked.

LOST AND FOUND

If a student has lost anything, he/she should check for the lost item at the designated location.

1. All lost books will be turned into the office. 2. Lost clothing will be turned into the office. 3. All gym equipment will be turned into the PE teacher. 4. All other items will be turned into the office.

MANDATED REPORTERS

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

NON-DISCRIMINATION STATEMENT

On the basis of Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 it is the policy of District #348 to not discriminate against any student, parent, employee, applicant for employment, or other person because of race, color, and religion, sex, age, national origin, or handicap in any program receiving Federal Financial Assistance.

The contact persons for Title IX and Section 504 grievance procedure are:

Complaint Manager: Building Principal Chris Taylor North Intermediate Center of Education District Office 1300 Walnut Street Mt. Carmel, Illinois 62863 618-263-3876	Title IX Coordinator/Grievance Officer Tim Buss, Superintendent WCUSD #348 218 West Thirteenth Street Mt. Carmel, Illinois 62683 618-262-4181
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PARENT CONFERENCES

DISTRICT #348 SCHEDULED PARENT/TEACHER CONFERENCES. N.I.C.E. will conduct four (4) scheduled conference days. These days for the current school year will be:

Thursday, October 20, 2016	5:00 p.m. – 7:30 p.m.
Friday, October 21, 2016	8:00 a.m. – 11:30 a.m.
Thursday, April 6, 2017	5:00 p.m. – 7:30 p.m.
Friday, April 7, 2017	8:00 a.m. – 11:30 a.m.

Conferences are a very important part of the school program. Parents/guardians may request a conference at any time during the school year by sending a note to the teacher or calling the school. Teachers may also request additional conferences as the need is noted. Conferences need to be scheduled at a mutually agreed upon time and should be scheduled so as not to take other pupil's class time or interfere with the performance of the teacher's other duties. On occasions parents request to observe their child in the classroom setting. We do allow classroom observations, however to limit disruptions to the classroom we have established the following guidelines:

1. Classroom observations must be scheduled with your child's classroom teacher at least one (1) day in advance.
2. Classroom observations will be limited to 40 minutes in length.
3. The parent cannot disrupt the educational setting, i.e. talk or distract the child or the classroom teacher during instruction.
4. Upon arrival, parents need to sign in at the school office and receive a visitor's name badge. Once in the classroom, the teacher will show you where to be seated during the observation.
5. Siblings of the child are not to attend the classroom visit.

PESTICIDES

Wabash CUSD #348 Integrated Pest Management Plan is on file in the principal's office. The school district will notify all parents and staff at least two (2) business days prior to any pesticide applications in school buildings and grounds. The district may create a notification registry by providing parents an opportunity to register for notification annually as part of the school registration process. Antimicrobial agents and insecticide and rodenticide baits are exempt from notification requirements. Parent and staff will be informed annually about the district's IPM policy.

RELEASING STUDENTS FROM CLASS

All students who leave school before dismissal MUST sign out in the office. Also, students returning to school after leaving MUST sign back in the office. NOTE - Parents must pick up and/or drop off their student in the Office, not in the hallways or their rooms. The student will not be excused from class until the parent is in the office. This will help us provide better supervision of our students and monitor our early dismissals. Unless it is absolutely necessary, please avoid picking children up 5 to 15 minutes before the end of the school day. Lesson closure, homework assignments, and special announcements are often reserved for the end of the day. See Early Leave under Attendance. On party days all students

need to be signed out prior to leaving with their parent. Students being picked up during school hours and after school MUST be picked up by their parent/guardian in the Office. If another adult is to pick up a student THE PARENT/GUARDIAN MUST SPECIFY IN WRITING WHO THE ADULT IS THAT WILL BE PICKING UP THE STUDENT.

RESPONSE TO INTERVENTION (Reading & Math)

As of January 2009, school s must implement a state initiative called Response to Intervention (RtI). RtI is *a three* tiered methodology in which increasing levels of intensity in programming are provided. RtI includes the practice of high quality instruction and scientific research-based interventions which are specifically matched to student needs within the general education classroom. Consistent with No Child Left Behind, RtI is a data-driven approach which requires schools to monitor progress and make decisions about implementing instruction based on performance data. Within the general education environment, interventionist/service providers are those same professionals who service the general and special education population. Included are the general classroom teachers, special education teachers, speech language pathologist, reading specialist, occupational therapist, psychologist, social worker or counselor, and paraprofessionals.

The key components of the RtI process are: 1.) Universal Screening which identifies levels of proficiency for each student in essential skills and which should be performed multiple times throughout the school year. We will be universally screening three (3) times each year. 2.) Research- based Instruction which reflects the accumulation of research on how children learn and how teachers need to teach. 3.) Differentiated Instruction. 4.) Early Intervention which focuses on ensuring that targeted instruction is begun as early as possible and matched to individual student needs. 5.) Progress Monitoring which includes frequent assessment of student progress to gather information that is used to identify student needs. 6.) Data-driven decision making that uses data to drive instruction. Instruction is based on a three (3) tiered approach and includes both academics and behavior. RtI attempts to ensure that a student who is ultimately placed in Special Education has a genuine learning disability or behavior problem, rather than one related to poor instruction, environmental issues, or the need for additional time or more intense interventions.

RESPONSE TO INTERVENTION (Behavior)

N.I.C.E. has implemented an RtI (Response to Intervention) behavior component under No Child Left Behind. N.I.C.E. Uses the PBIS matrix model for RTI Intervention.

RIGHT TO KNOW

As a Title I school the parents of each student may request, in writing, and the LEA will provide in a timely manner, information regarding the professional qualifications of a student's classroom teachers, including, at the minimum, the following:

- * Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- * Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived

* The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

* Whether the child is provided services by paraprofessionals and, if so, their qualifications.

This information is to be collected and disseminated in a manner that protects the privacy of individuals.

SCHOOL IMPROVEMENT

N.I.C.E. has always used the Team Structure concept for School Improvement, but now North Intermediate Center of Education, through Rising Star School Improvement, has officially incorporated Team Structure In-School Improvement and school governance policy.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee, district agent, or student engages in sexual harassment whenever he/she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has a purpose or effect of:
 - A. substantially interfering with a student's educational environment;
 - B. creating an intimidating, hostile, or offensive educational environment;
 - C. depriving a student of educational aid, benefits, services, or treatment; or
 - D. making submission to or rejection of such unwelcome contact the basis for academic decisions affecting a student.

The terms "intimidation", "hostile", and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, testing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who believe they are victims of sexual harassment, or have witnessed sexual harassment, are encouraged to discuss the matter with the Nondiscrimination Coordinator, Building Principal, or Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

All allegations another student sexually harassed that one student shall be referred to the Building Principal for appropriate action.

SCHOOL CLOSING

In case of delayed school opening or school closing because of inclement weather, notification will be made via local radio and TV stations:

WSJD - 100.5 FM - Mt. Carmel
WYER - 1360 AM - Mt. Carmel
WYNG - 94.9 FM - Mt. Carmel
WVJC - 89.1 FM - Mt. Carmel (WVC)
WCJ-TV - Channel 12 - (Cable Channel 15) - Mt. Carmel

Our district will utilize School Messenger, a call system that calls the homes and cell phones of parents for school closure or other special messages. It is very important for school to have your correct phone numbers at all times so you can be informed.

SCHOOL PICTURES

Individual student pictures will be taken in the fall. Parents/guardians will be presented with several optional packages and may choose the one that they prefer. Pictures are to be paid for when they are ordered and may be returned for refund or retake if the pictures are unsatisfactory. All students generally have their picture taken whether they buy a packet or not since a picture is needed for the Lumen file. There is no charge for our Lumen file picture. Spring pictures will also be taken. Each parent/guardian will have a choice to purchase some or all pictures. If you elect to not purchase picture, you will need to return all pictures to the office.

SCHOOL REPORT CARD

The School Report Card can be viewed on the District web site - www.wabash348.com
Hard copies are available in the school office upon request.

SECTION 504 OF REHABILITATION ACT

Section 504 of the Rehabilitation Act: Section 504 has been with us since 1973. For many years its main thrust has been in the area of employment for individuals with disabilities and for members of minority groups. However, within the last several years, the Office for Civil Rights (OCR), charged with enforcement of Section 504, has become pro-active in the field of education of individuals with disabilities. Advocacy organizations and the legal system likewise have increasingly focused on Section 504's requirements to insure the education system provides the full range of special accommodations and services necessary for students with special needs to participate in and benefit from public education programs and activities. Section 504 prohibits discrimination against persons with disabilities, including students, district patrons and staff members, by school districts receiving federal financial assistance. This includes all programs or activities of the school district receiving federal funds, regardless of whether the specific program or activity involved is a direct recipient of federal funds. Included in the U.S. Department of Education regulations for Section 504 is the requirement that students with disabilities be provided with a Free Appropriate Public Education (FAPE). These regulations require identification, evaluation, provision of appropriate services, and procedural safeguards in every public school in the United States. All individuals who are disabled under the

Individuals with Disabilities Education Act (IDEA) are also considered to be disabled and therefore protected, under Section 504. However, all individuals who have been determined to be disabled under Section 504 may not be disabled under the IDEA. These children require a response from the regular education staff and curriculum. With respect to most students with disabilities, many aspects of the Section 504 regulation concerning FAPE parallel the requirements of the Individuals with Disabilities Education Act (formerly the Education of the Handicapped Act) and state law. In those areas, by fulfilling responsibilities under the IDEA and state law, a district is also meeting the standards of the Section 504 regulations. However, in some other respects the requirements of the laws are different. There are some students who are not eligible for IDEA services but who nevertheless are deemed disabled under Section 504, and to whom a district may therefore have responsibilities. Teachers or parents may request a 504 eligibility meeting to see if a student qualifies for a 504 Plan. To qualify a student must have an identified disability that substantially limits a major life activity. The District 504 Coordinator in Wabash District #348 is Sheila Odom. Her office is located at South Elementary School, 715 West Third Street, Mt. Carmel IL 62863. She can be reached at 618-263-3851 should you have any questions concerning the 504 process. Any complaints concerning this Non-Discrimination Statement should be registered with:

Complaint Managers: Building Principal

Chris Taylor, NICE Principal
North Intermediate Center of Education
1300 Walnut Street
Mt. Carmel, IL 62863
618-263-3876

Nondiscrimination Coordinator
Tim Buss, Superintendent
218 West Thirteenth Street
Mt. Carmel, IL 62863
618-262-4181

SPECIAL EDUCATION

In order that instruction and training may be given to exceptional students in the school district, a special education program is maintained to address the needs in accordance with the regulations, rules, and standards issued by the State Superintendent of Education.

SEX OFFENDER NOTIFICATION

Please be aware of the Public Act 94-004: Sex Offender Registration. This legislation requires that principals and or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor.

SOCIAL WORK SERVICES

School Social Work service will be available by district personnel. These services include: counseling, conferences for students, parents, and teachers; testing, both individual and group.

All students and parents are encouraged to visit the Social Worker. It is the Social Worker's goal to help each student to reach their fullest potential. Conferences with the School Social Worker may be arranged by parents/guardians by telephoning the school or by sending a note or letter to the Social Worker. Also, the School Social Worker may request a conference when needed.

STUDENT RECORDS

Federal and Illinois law goes into much detail on the rights and responsibilities of students, parents and school officials where records are concerned. Following is a summary of the major provisions of these laws and regulations:

FERPA requires four (4) notifications for parents. These are:

- The right to inspect and review the students education records maintained by the school.
- The right to prevent disclosure of the student's education record, subject to several exemptions.
- The right to request a school correct records which are believed to be inaccurate or misleading.
- The rights to complain to FERPA officials if any of the above rights are violated.

Illinois Law is more strict than some of the FERPA regulations. The following is information on student records as it pertains to Illinois Law:

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports, health record, record of release of permanent record information, and other basic information. The permanent record is kept for 60 years after graduation or permanent withdrawal.

2. The student's temporary record consists of all information not required to be in the permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, record of release of temporary record, disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment relating to drugs, weapons, or bodily harm to another. The temporary record is reviewed every five years for destruction of out-of-date information and is destroyed entirely with five years after graduation or permanent withdrawal.

3. Parents have a right to:

- A. Inspect and copy all information contained in the student's record. There is a \$.35 per page charge for copies. However, no parent may be denied a copy of student records because of an inability to pay such cost.
- B. Challenge the contents of the records, except grades, by notifying the administration of an objection to information contained in the record. An informal conference will be scheduled within 15 school days to discuss the matter. If no satisfaction is obtained, a formal hearing conducted by a hearing officer not employed at the school will be scheduled.
- C. Request and receive copies of records proposed to be destroyed. The school must notify parents of the destruction schedule.

D. Inspect and challenge information proposed to be transferred to a school outside the district or to another school district in the event of transfer.

4. Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without a subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to health and safety of the student or other person. Parents must be notified of the release of court order or subpoena. All other release information requires the informed, written consent of parent of the eligible student.

5. The following is designated as public information and shall be released to the general public, unless the parent(s) request that such information not be released: student's name and addresses, phone number, information on participation in activities and athletic, attendance record in the school, honor rolls, awards, and pictures. This information is called Directory Information and can be released without parent permission. If parents do not want this information released they may opt out by signing a form in the school office.

6. Confidential student information may only be released with parent/guardian permission, unless one of a limited number of exceptions applies. If a court of competent jurisdiction orders the disclosure of student records, the records must be disclosed pursuant to the order of the court.

7. Both parents have a right to participate in their child's education.

8. Only the custodial parent has the right to make educational decisions regarding the child.

Parents must be notified annually of their rights under the law, as well as applicable district policies and procedures. Copies of the law, rules and regulations, and local policies on student records are available from the record custodian of each school and the Superintendent of the district. This portion of the Handbook serves as such notice. Also, NICE will purge student records prior to sending the records on to the Mt. Carmel Middle School.

TELEPHONES

Telephone usage by students will be limited to school related concerns or emergencies. With this in mind, teachers will determine whether a student has a valid reason to come to the office to make a call. If a student comes to the office to make a call he/she will have to have a phone pass from the teacher. Students will only use the office phone and not any other phone in the building.

Cell Phones and other electronic devices are not to be on and/or out in the building or on school grounds. They are permitted in lockers, turned off during the school day. Electronic devices will be allowed with administration approval. In the event of misuse of this policy, the 1st occurrence returned at end of the school day. 2nd occurrence parent must pick up. 3rd occurrence Phone not allowed at school.

The school administration retains the right to take disciplinary action deemed appropriate regardless of the occurrence or severity. Parents must work to instill proper behavior for the school setting. Teachers and school personnel will deal with minor and moderate misbehavior by working with students and parents to change behavior.

Major misbehavior will be referred to the administration. The above does not and cannot cover every situation that might arise during the school year. Each situation of misbehavior that affects the educational process will be addressed and handled by school personnel.

TEXTBOOKS

Textbooks are provided for students through the textbook rental program. The responsibility for the safekeeping and proper care of books remains the student. If the student misplaces or damages a book, they must pay for the lost or damaged book. A student's report card may be withheld at the end of the school year as a result of lost books or unpaid damage to books. Fines will be levied on damaged or misused books.

TRANSFER STUDENTS

All students transferring into Wabash District #348 school from any public or private school, in or out of the State of Illinois, are required to complete or have completed a Student Transfer Form (ISBE 33-78) prior to enrollment and must be "in good standing," which means the student is not being disciplined by an out-of school suspension or expulsion, and is entitled to attend class as of the date of the signature by the principal of the student's former school. It shall be the policy of Wabash Community Schools not to enroll students who are currently out of school due to suspension or expulsion in any public or private school of any state until the student has served the entire period of suspension or expulsion imposed by the school from which the student is transferring. Students who transfer to District #348 are subject to all requirements of The School Code. Children, who transfer from non-public schools, or homeschooling, will be placed at the appropriate grade level as determined by the administration.

VIDEO & AUDIO MONITORING SYSTEMS

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

VISITORS

CAMERA/BUZZ-IN SYSTEM: N.I.C.E. is equipped with a Camera/Buzz-In system in order to gain entry. ALL DOORS AT N.I.C.E. ARE LOCKED AND ENTRY WILL BE THE FAR LEFT DOOR, AT THE FRONT MAIN ENTRANCE. After 8:05 a.m. late students and anyone wishing to enter N.I.C.E. will have to Buzz-In and be recognized in order to enter. No one is allowed to enter until their identity has been verified. After entry, you MUST report to the Office.

Parents/guardians are welcome at any time. However, any person not on staff, entering the school building MUST check in with the office and sign for a visitor's pass. Always sign in and get a pass, no matter who you are and how often you are here. Any person on school property who has not been registered with the school office and who is not wearing a visitors pass is illegally on school property and will be asked to identify themselves properly (through the office and receive a pass) or to leave the school grounds. If the individual refuses to leave the school grounds or creates any disturbance, the

Principal has the authority to request aid from law enforcement. School age visitors of NICE Students are not encouraged to come to school with NICE Students.

WEBSITE

Feel free to visit NICE Website to gain insights and information: www.nice.wabash348.com

ON THE N.I.C.E. WEBSITE YOU WILL FIND: SCHOOL CALENDAR, PTO INFORMATION, STAFF INFORMATION, DAILY STUDENT ANNOUNCEMENTS, MONTHLY NEWSLETTER, AR BOOK LIST, SCHOOL IMPROVEMENT PLAN, SCHOOL REPORT CARD.

WITHDRAWAL FROM SCHOOL (TRANSFER)

The office and teacher should be informed two (2) to three (3) days prior to departure so the work, records, and grades can be completed. When possible, the office should be given a forwarding address. On the last day of attendance, the student will turn in all books and school rental property, and clear all accounts through the office and take all personal items.

ATHLETICS

ATHLETIC PARTICIPANTS

SPORT TEAM TRYOUT POLICY FOR MCMS AND N.I.C.E.

1. Interscholastic sports begin at the 6th grade in Wabash District #348.
2. Those students interested in pursuing sports once entering Middle School are highly encouraged to participate in the Youth In Action programs.
3. 5th graders may be allowed to try out for the 6th grade Team.
4. If a 5th grade student is on the 6th grade Team, then the same code of conduct is applicable as to those athletes who are at the Middle School.
5. A current physical will need to be on file prior to any conditioning and tryouts. If you need a sports physical form, those can be located on our school website or pick one up in the office.

ATHLETIC EVENTS - STUDENT BEHAVIOUR

Athletes, from the time they enter school until graduation, are expected to conduct themselves in a manner that will make them a credit to themselves, their family, their school, and their community.

1. Attendance at Practice and/or Games
 - (A). Athletes must be present at school all day to participate in a game or practice for that day. A half-day (1/2) absence must have administrative approval to participate in a game or practice.

(B) . Mandatory Attendance At Practice - If the athlete is in school he/she must attend practice unless personally excused by the coach before the practice.

2. Alcohol, Tobacco, Controlled Substances, Drug Use Prohibited.

The possession or use of alcohol, tobacco, controlled substances, and substances represented to be a drug, or drugs other than those prescribed by a physician are prohibited. When a violation has been confirmed, appropriate disciplinary action will be taken, including possible suspension from team and/or school.

3. Scholastic Eligibility

All athletes are expected to maintain passing grades in order to remain eligible. "Passing Grades" are defined as work sufficient for promotion. Students failing in one or more subject in any area will not be eligible. Each Friday during the sport's season, teachers will report athletes who are failing or near failing to the office. Coaches will be informed of athletes who are failing or near failing and determine student eligibility or ineligibility. Students who are ineligible are not allowed to practice, play, or travel with the team for one (1) week. Any athlete ineligible for two (2) consecutive weeks may be dropped from the team.

4. Athletes in Legal or Disciplinary Trouble

(A). Any disciplinary problem in school will result in appropriate disciplinary action, including possible suspension from athletic competition and/or school.

(B). Any trouble with law enforcement agencies may result in suspension from athletic competition.

(C). Any suspensions results in exclusion from all school functions the day of the suspension.

5. Athletes may participate in only one (1) sport during any season.

6. Athletes must have physicals dated within a year of sport and be covered by insurance.

DRILLS

EMERGENCY DRILLS

As part of the school safety program and to insure the safety of your child, fire, disaster, earthquake, and soft lock down drills will be held at intervals during the school year. Procedures are posted in each classroom and reviewed by teachers with students periodically. Also, N.I.C.E. has developed a Crisis Management Plan that guides our training, actions, and reactions toward particular possible crisis. Also, periodically during Teacher Institute Days, N.I.C.E. Staff will be participating in hard locked down drills.

SAFETY DRILL PROCEDURES and CONDUCT

Safety drills will occur at times established by the school administrator. Students are required to remain silent and shall comply with the directives of school officials during emergency drills. There will be a

minimum of three (3) evacuation drills (one with Fire Department participation), a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, a minimum of one (1) bus evacuation drill, and a minimum of one (1) earthquake drill each school year. There may be other drills at the direction of the administrator. Drills may not be preceded by a warning to the students.

HEALTH

ACCIDENTS

ALL accidents and injuries are to be reported to teachers and to the office immediately.

When needed, Accident Reports will be filled out in the office and given or sent to parent/guardian with instructions on what procedures they are to follow.

COMMUNICABLE DISEASES

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

HEAD LICE

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Parents are required to notify the school nurse if they suspect their child has head lice. If a student is found to have head lice or nits at school, they will be sent home following notification of parent or guardian. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation. When a student is sent home due to lice and/or nit's the parent/guardian must accompany the student when return to school and the school nurse will check. Infested children are prohibited from riding the bus until checked by the school nurse. The student must be free of lice and/or nits before being allowed back in school. The State Board of Health has stated that it should take no more than two (2) days to get your child's head free of lice or nits and back into school. If this does not happen or becomes a persistent problem the child could be considered truant. If truancy exists legal action can be taken. There will be repeated checks to see that they remain free of lice and/or nits. If you need assistance in knowing how to free your house of lice, you may contact the school at 263-3876 and request to talk to the nurse or you may call the Health Department. All students are checked for head lice monthly.

MEDICATION AT SCHOOL

The following is the policy of the District #348 concerning student medications:

This policy notice is to be provided, through this Handbook, to parents and students within 15 days of the beginning of the school year or within 15 days after student transfers to district. Students should not take medication during the school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believes that it is necessary for a student to take a medication during school hours, they must request that the school dispense the medication to their child and otherwise follow the District's procedures on dispensing medication.

1. No School District employee shall administer to any student, or supervise a student's self-administration of any prescription or nonprescription medication until a completed "School Medication Authorization Form" is submitted by the student's parent/guardian.

2. No student shall possess or consume any prescription or nonprescription medication on school grounds or at school-related functions other than as provided for in this policy and its implementing procedures.

3. A student may possess medication prescribed for asthma for immediate use at the student's discretion and epinephrine auto-injectors provided the student's parent/guardian has completed and signed a "School Medication Authorization Form", a "Policy Statement for Self-Administration of Medication", "Parent Agreement for Child to Carry Medication", and a Physician Request for Self-Administration of Medication".

4. The School District shall incur no liability except if willful and wrongful conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel.

5. Parent/Guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

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

HEALTH CONCERNS

Wabash District #348 adopted a new policy in 2010 - 2011 related to Food Allergy Management. The purpose of the policy is to reduce the risk of exposure to allergens when a student is at school. If a student has a known food allergy, please notify the school nurse with that information.

In addition, the district remains proactive in managing childhood diabetes. The district is required by state law to have a Diabetes Medical Management Plan on file for any students who have been diagnosed with diabetes. That plan needs to be updated at least every year. If your child has been diagnosed with diabetes, please contact the school nurse so we can have close collaboration to ensure a safe and positive learning environment.

PHYSICAL EDUCATION

Physical education is required of all students unless excused for medical reasons which requires a note from your physician. Student will need gym shoes to participate. Girls will need to have a pair of shorts at school to put on under skirts or dresses, if needed.

PHYSICAL EXAMINATION, IMMUNIZATIONS, DENTAL AND VISION EXAMS

All students entering school for the first time (Kindergarten) or enrolled in the sixth (6th) grade or ninth (9th) grade must have a physical and have a complete shot record. Physical exam forms are available at the school or from a local doctor.

Dental Exams are required entering Kindergarten, Second (2nd) Grade, and Sixth (6th) Grade.

Required shots are Polio, Old-Fashioned Measles, German Measles, Diphtheria, Mumps, Whooping Cough, Tetanus, Varicella (Chicken Pox) and Hepatitis B. The record must list each shot given and dates on when they were given and be signed by a licensed medical professional.

Students entering from another state, no matter what grade, must have a physical exam and have proof of shots before allowed to enter school. Eye exams are needed for students who are entering an Illinois school for the first (1st) time.

Exemptions

A student will be exempted from the above requirements for:

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

SEX INFORMATIONAL PROGRAMS

If sex educational programs are presented the parents/guardians will be given at least five (5) days advanced notice prior to the program presentation, and if you wish your student not to participate in the program you may request that he/she does not participate.

Suicide and Depression Awareness and Prevention

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

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

LUNCH

CAFETERIA INFORMATION

The cafeteria provides a lunch program authorized by the state. Well-balanced meals are provided for all students. Lunch for students is provided at a cost of \$2.50 per meal. Adult lunches are \$3.00 per meal. Students are also allowed to bring their lunch. A breakfast is available at \$1.00 for students and \$1.25 for adults.

N.I.C.E. is operating on a computerized system for purchasing credits for breakfasts, lunches, extra milks. The system is a pay for credit system. You may prepay any amount you wish. The system allows you to pay in advance for meals and/or extra milk. Students will still be able to purchase with cash on a daily basis. No change will be given for prepay. It will all apply to the credit of your student's account. If PREPAY, a notice will be sent to you when your child's credit balance is nearly depleted.

You may come in person or send a sealed envelope with your child. Write the amount enclosed, your child's first and last name, and their grade level on the envelope. It is not necessary to specify breakfast or lunch. Whatever your child eats will be taken from his/her account. You may also purchase credits on-line and check the status of your child's account at www.myschoolbucks.com.

Credits will only be deducted from your student's account when he/she uses the account to purchase meals and/or extra milk. Your child will use the same account number that he/she had the previous school year. New students to the District will be assigned an account number to memorize. The system will know the meal status of your student (full-pay, free, or reduced) and will deduct the correct amount from the account. Please be assured that the system is confidential. All students will go through the line and be recorded in the system regardless of meal status or payment method.

DISTRICT #348 POLICY ON CHARGES:

Students are expected to pay for breakfast and lunches on the pay or prepay system. It is realized that students sometimes forget their money and need to charge. The maximum number of charges a student may accrue is five (5), at which time the student will be denied the privilege of charging until the five (5) are paid for in full. Parents need to make some other provisions for meals until the charges are paid, such as sending a sack breakfast or lunch with their child.

All charges are to be paid by the end of the school year.

Please make sure you fill out the form completely and correctly. Any form not completed or with the wrong public aid numbers will not be accepted. Parents who feel their family qualifies for the federally funded free and reduced lunch program may apply at any time during the school year. Please contact Caren Hawf at 263-3876 with any questions or problems. **IMPORTANT:** The State aid formula for figuring state aid for our schools is based on the free and reduced lunch count. If you feel that your family may qualify, please fill out a lunch form.

CLOSED CAMPUS

The closed campus policy was developed because of the age of the students attending NICE and problems with students running around off campus and into yards of people in the area of North Intermediate. Also, the time frame for lunch is not conducive for an open campus. Under this policy students and their parents are allowed . A Parent/Guardian or designee from the parent will have to sign the student out in the office prior to leaving.

Under no circumstances will students be allowed to go out to eat without being accompanied by an adult. Each student leaving the building for lunch will have on file with his/her teacher written permission from his/her parent/guardian.

FOOD AND DRINKS - CANDY AND GUM

The policy dealing with candy, gum food, and drinks is as follows:

1. The use of gum will be prohibited, unless with staff permission and supervision.
2. Candy and snacks will be consumed in the class for which it was brought, it is to be consumed while with that teacher or taken home and not to be consumed on school grounds or on the bus.
3. All food purchased in the cafeteria or brought from home is to be consumed in the cafeteria.
4. Bottled soft drinks are not to be sent with student's lunches.
5. Drinks are not allowed to be taken to the classrooms after their lunch hour.

POLICIES

ATTENDANCE POLICY

REGULAR SCHOOL ATTENDANCE IS ESSENTIAL AND EXPECTED. The successful progress of your child in school depends on regular attendance. Absenteeism, for whatever reason, deprives your child of the experience of participating in the classroom activities. It should be understood by both parent and student that a class period cannot be made up. Although assignments done in lieu for class attendance meet the legal requirements for makeup work, such assignments are only a poor substitute for the learning experience your child gains by attending class. There is no way to repeat a classroom experience.

Perfect Attendance at NICE is recognized as no absences, no tardies, and no early leaves.

A student can only be excused or unexcused when he/she misses school. We are mandated by law to make a reasonable effort to telephone and notify parents of a child's absence from school. If your student is absent from school, you need to call the school before 9:00 a.m. at 263-3876 and inform the school of the reason for the absence. If you do not notify us and your child is absent, we will call you sometime during the morning to verify your child's absence.

There are seven (7) types of absences. They are:

1. Excused (E)
2. Verified Absence (V)
3. Truant Absence (T)
4. Tardy (X)
5. Out of School Suspension (O)
6. Early Leave (L)
7. Field Trip (F)

Excused Absence (E): Illness with a Doctor's statement, observance of a religious holiday, death in the immediate family, family emergency, or other situations beyond the control of the student, school related absences such as field trips or sports activities, court appearances, college or military visits.

Verified Absence (V): When a student is absent without a doctor's statement, but with verification by parent/guardian in person, by a telephone call or note (MCHS DOES NOT ACCEPT A NOTE).

Truant Absence (T): When a school has not been notified in person, by a telephone call or note (MCHS does not accept a note) by the parent/guardian of the reason for the student's absence.

Tardy (X): *Students are to be in their respective classroom and seat when class starts.* At N.I.C.E. this is 8:05 a.m. If the student arrives after 8:05 a.m. the student is tardy. The routine of the classroom starts at 8:05 a.m. and after lunch. Late arrivals interrupt the learning process for not only the late student but the entire class. Every 5th Tardy will be considered excessive and will result in a Misconduct Report. A one (1) day detention will also be assigned at the 10th Tardy and every fifth Tardy thereafter. All AM and PM tardy students will report to the office for a tardy slip.

In-School Suspension (I): (NOT AVAILABLE AT N.I.C.E.) Students who are assigned to the Alternative Education Room (AER).

Out-of-School Suspension (O): Students who are suspended out of school. Out of school suspension is reported as an unexcused absence and the teacher determines if missed work can be made up.

Early Leave (L): Students who leave early miss instructional time. Early leave interrupts the learning process for them and for the entire classroom. Students who leave between the end of school and the time for half-day (1/2) absence will be counted as Early Leave. Every fifth (5th) Early Leave will be considered excessive and a letter to express concern will be sent to the parent/guardian.

Definition of Truant: A child subject to compulsory school attendance and who is absent without valid cause for a school day or portion thereof.

Definition of Chronic Truant: A child subject to compulsory school attendance and who is absent without valid cause for 5% or more of the previous 180 regular attendance days.

The following will take place when addressing absences:

Five (5) Verified Absences and/or Truant Absences - The school will notify the parent/guardian by telephone, letter, or home visit that their student has reached the above total.

Ten (10) Verified Absences and/or Truant Absences - The school will send a letter to inform the parent/guardian that a conference will be set-up with the Wabash County Truant Officer and may include the School Resource Officer, Principal or Assistant Principal or Teacher. Wabash County Truant Officer will notify parent/guardian of meeting date, place, and time.

Fifteen (15) Verified Absences and/or Truant Absences: - The school will send a letter to inform the parent/guardian that their student has been referred to the Wabash County Truancy Board. The Principal will provide past 180 days attendance with referral. Copy of referral will also be sent to Truant Officer. Students with 5% absences over past 180 days will be classified as Chronic Truant.

Eighteen (18) Verified Absences and/or Truant Absences: - The school will send a letter to inform the parent/guardian that their student is a "chronic truant".

The Wabash County Truancy Review Board will monitor student's attendance for the next year and will use available resources to improve student attendance. Students may be assigned Community Service, In-School suspension or as an Alternative to Expulsion, after school curriculum, alternative school, or other resources. Counseling and other services may also be used. If attendance does not improve, chronic truants will be turned over to the State's Attorney's office. According to Illinois School Code section 105 ILCS 5/26-a, any person having custody or control of a child and who knowingly and willfully permits such a child to persist in his/her truancy within that school year, upon conviction thereof shall be subject to not more than 30 days imprisonment and/or a fine up to \$1,500.00.

** Procedures for Students returning after an absence:

1. Report to office prior to start of school, between 7:30 a.m. and 8:00 a.m.
2. Present a note (the day of return) signed by parent or doctor indicating reason for absence and date(s) you were absent. If there is no note (day of return) or the school has not been contacted by phone (the days of actual absents) it will be considered truant.
3. The office will issue you an admittance slip.
4. Present the admittance slip to your teacher. NOTE: If you change classes take slip to each class missed to be initialed by the teacher. The slip will be collected by the last teacher of the day.

Students who arrive in the morning after 9:25 a.m. will be counted half-day (1/2) absent, and students leaving school before 1:50 p.m. will be counted half-day (1/2) absent. All late arrivals to school, morning and afternoon, must report to the office and sign in before going to class. All early leaves must report to the Office and sign out prior to leaving.

BULLYING

North Intermediate Center of Education (NICE) is committed to a safe and civil educational environment for all students, employees, volunteers and patrons that is free from bullying, harassment or intimidation. This environment is necessary for all students to learn and achieve. Bullying causes physical, psychological, and emotional harm to students and interferes with the student's ability to learn and participate in school activities. Our school has adopted a zero-tolerance policy to help promote this environment and to repair the harm done to the victims.

Bullying is defined as: Any severe or pervasive physical or verbal act or conduct, including communications made in writing, verbally, or electronically, directed towards a student or students that places the student(s) in reasonable fear to them or their property; causes a substantially detrimental effect on the student's physical or mental health; or substantially interfering with student's academic performance or ability to participate in school activities or privileges provided by the school. Bullying, as defined, can take various forms, including but not limited to, harassment, threats, intimidation, physical violence, sexual harassment, slurs, drawings, theft, public humiliation, destruction of property. Bullying can be motivated by physical or clothing appearance, socioeconomic status, sexual orientation, immigration status, race, religion, or marital status. Bullying is characterized by being repeated and intentional as well as having a power or size difference between victim and bully.

Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of positive climate, and support for victims and others impacted by the violation. False reports or retaliation for bullying also constitutes violations of this policy.

PROCEDURE – Reporting Bullying

Anyone can make a report of bullying. Reports can be made in any of the following ways. Report in person should be made to the Principal, Social Worker, or any faculty member. Faculty members will report any bullying complaints to the Administration and/or the School Resource Officer. To report a bully situation via email, use "Stop Bullying Now" button on the schools' or District web page which will send a private email to the School Resource Officer. The Text-A-Tip Line, 26-ACES-TIP-2 (1-262-237-8472), can also be used to send a private text message to the School Resource Officer. All reports will be taken seriously. Any reports of bullying found to be false will be considered a violation of this policy and can result in action being taken against the complainant.

PROCEDURE - Remedies

Once a report of bullying has been received and investigated by the Principal, Social Worker, or School Resource Officer and is found to be substantiated, remedies will be administered. Be advised that each report will be viewed/handled on an individual basis depending on the severity. At all times, the

offender will be made aware of the detrimental effects of bullying by the Principal, Social Worker, and/or School Resource Officer.

First Offense: The Principal, School Social Worker, and/or School Resource Officer will hold a conference with the offender(s) to discuss the effects of bullying. This may include parents/guardians, Social Worker, and/or School Resource Officer. The offender will be given a warning to immediately stop all forms of bullying.

Second Offense: The student and parent will be brought to the Principal's office for a meeting. The Principal will have the options of imposing after-school-detention, office lunch/recess, counseling, or other options. The offender will be advised of possible legal consequences (referral to law enforcement and/or Juvenile Court) and a discipline will be filed in the student's file.

Third or Subsequent Offense: The Principal will have the option of imposing detention, out of school suspension, Police involvement, or other additional remedies, depending on the situation. A discipline report will be sent to the parents/guardians/legal custodian and filed in the student's file.

During these remedies, the victim may be given the opportunity to explain to the offender why this conduct is not wanted and what effects the bullying is having on him/her. This conferencing will be done with the Principal or Social Worker and the School Resource Officer. If there are no witnesses and it is one word against the other, the accused will be told that if he/she is doing it, it stops, and if he/she is not doing it, it doesn't start. It is the feeling at NICE that it is just best to be nice to everyone.

COMPUTER USAGE POLICY

We are pleased to be able to offer students attending North Intermediate access to the district computer network for electronic mail and Internet. To gain access to e-mail and the Internet, all students must obtain parental/guardian permission through a signed Permission Form that must be on file in the office. Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Knowing this, the District has provided blocks and screens within the computer system to help prevent accessing offensive materials. However, these preventive measures are not always 100% foolproof. We believe that the benefits to the students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying standards that their children should follow when using media and information sources. The Wabash Community Unit School District supports and respects each family's right to decide whether to permit their child access to the Internet at school. Students are responsible for good behavior while on the school computer networks just as they are in a classroom or a school hallway. The network is provided for students to conduct research and communicate with others. Access to the network services is given to students who agree to act in a considerate and responsible manner.

Access is a privilege, not a right. Individual users of the district computer network are responsible for their behavior in using the network. It is presumed that users will comply with district standards. The district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network storage areas will be treated like school lockers. School administrators will review files and communications stored in the system as needed. During school, teachers will guide students toward the needed appropriate materials.

As outlined in Board Policy and Procedures on student rights and responsibilities the following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language (written, gestured, etc.)
3. Harassing, insulting, or attacking others
4. Damaging computers, computer systems or networks
5. Violating copyright laws
6. Using another person's password
7. Trespassing in another person's folder, work, or files
8. Using the network for commercial purposes.

Violations/misuse shall result in a loss of access as well as other disciplinary or legal action.

DETENTION

Detention is the accepted practice of keeping a student after school under a teacher's supervision because the student has not behaved or performed appropriately. Detention may be all or part of the period from after school dismissal until 4:00 PM.

Student's assigned detention will be given one (1) day's notice unless a parent/guardian has been notified. Bus students are not kept beyond the bus departure time until alternate transportation has been arranged. Alternate transportation includes being picked up by parent/guardian, arranged transportation by parent/guardian, or school personnel willing to take student home. Students legitimately unable to fulfill detention obligation may be required to make up time at noon recess or be assigned an alternate disciplinary measure. Failure to serve detention or disruptive behavior while serving detention will result in additional disciplinary action. It is the responsibility of the person who assigns detention to make the contact with the parent/guardian to inform them and to secure the arrangements.

PERMISSION TO LEAVE BUILDING

Before a student can leave the school due to illness he/she must have approval of the nurse or office personnel, who will in turn notify the principal. No student is to leave the building without going through the office first and signing out.

PROMOTION POLICY

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, other testing. Students shall not be promoted based upon age or any other social reason not related to academic performance. Also, attendance can contribute into promotion by the way grades may be affected by not attending school. The administration shall determine remedial assistance for a student who is not promoted.

SMOKE FREE ENVIRONMENT

As per LAW, North Intermediate Center of Education supports the policy of a smoke-free environment for faculty, students, and visitors. This is also while waiting to pick up students after school in the car on school property. Therefore smoking on school premises, building and grounds, is prohibited at all times. Tobacco, of any type, and items for its implementation such as, matches and lighters are considered contraband items. If students are found with these types of items, the item(s) will be confiscated by faculty members and not returned. Students smoking on school premises will result in disciplinary action including suspension from school.

STORM/PARENT PICKUP

We maintain that during a storm the safest location for the students is at school and not out in the storm. If parents/guardians come to school to pick up their child, the parents/guardians may stay with their child at school until the storm passes. However, if parents/guardians feel they must take their child and leave, they may. They do so at their own risk. The procedure for taking a student during a storm is: 1. Report to Office 2. Give your name and relationship to student 3. Your student will be contacted to come up to the office, you will sign them out then you may leave. This procedure is for safety reasons and in keeping the halls as clear of traffic as possible.

STUDENT DISCIPLINE POLICY FOR CONDUCT

PBIS

Classroom Managed Behavior (Minor)	Office Managed Behavior (Major)
<ul style="list-style-type: none">• Incomplete/Late Homework• Disruption (ex. talking out, getting out of seat, noise making)• Lying/Cheating (ex. student engages in low-intensity of lying or cheating)• Inappropriate Language (ex. non-directed profanity, teasing, yelling)• Defiance/Non Compliance (ex. running in hallway, uncooperative, back-talk, rolling eyes, refusal to do work)• Fighting/Physical Aggression (ex. pulling on clothing, tripping, rough play)• Other	<ul style="list-style-type: none">• Disruption (ex. screaming, throwing, self-destruction or kicking/hitting property)• Fighting/Physical Aggression (ex. punching, scratching, pushing to fall down, kicking, intention to hurt)• Property Damage (ex. intentional damage to school/ others' property)• Overt Defiance (ex. student engages in a high-intensity of defiance)• Inappropriate Language/Profanity(ex. student delivers verbal messages that include swearing or use of words in an inappropriate way)• Threats (ex. written or verbal intention to harm individual or school)• Harassment/Bullying (ex.• Possession of weapons• Gang Affiliation• Other

ACES CARD	Caring	Accountable	Respectful	Dependance	Safe
Classroom	<ul style="list-style-type: none"> - Use appropriate language - Help others if needed 	<ul style="list-style-type: none"> - Be organized - Be on time - Come prepared - Be Honest 	<ul style="list-style-type: none"> - PAX voices - Listen - Follow directions - Raise your hand 	<ul style="list-style-type: none"> - Always give best effort - Complete homework neatly on time - Stay on task - Be present and participate 	<ul style="list-style-type: none"> - PAX hands and feet - Stay seated - Walk - Use supplies correctly
Hallway	<ul style="list-style-type: none"> - PAX voices - PAX hands and feet 	<ul style="list-style-type: none"> - Clean up after yourself - Be prompt -Accept consequences 	<ul style="list-style-type: none"> - PAX hands and feet - PAX voices 	<ul style="list-style-type: none"> - Return to class promptly 	<ul style="list-style-type: none"> - Walk on the right side - Face forward in straight line - PAX hands and feet
Restroom	<ul style="list-style-type: none"> - Be aware of others 	<ul style="list-style-type: none"> - Keep restroom clean 	<ul style="list-style-type: none"> - PAX voices - PAX hands and feet - Privacy to others 	<ul style="list-style-type: none"> - Be prompt 	<ul style="list-style-type: none"> - Wash hands with soap and water - Report problems to adult - Walk
Cafeteria	<ul style="list-style-type: none"> - Use manners 	<ul style="list-style-type: none"> - Keep eating area clean - Get all utensils before sitting 	<ul style="list-style-type: none"> - PAX voices - PAX hands and feet - Privacy to others 	<ul style="list-style-type: none"> - Focus on eating 	<ul style="list-style-type: none"> - Both hands on tray - Stay seat in seat while eating - Eat healthy food choices
Recess	<ul style="list-style-type: none"> - Share equipment - Include others - Report emergencies 	<ul style="list-style-type: none"> - Accept consequences - Follow directions 	<ul style="list-style-type: none"> - PAX voice - PAX hand and feet 	<ul style="list-style-type: none"> - Help with clean up 	<ul style="list-style-type: none"> - Use equipment properly - Stay in assigned areas
Assembly/Field Trip	<ul style="list-style-type: none"> - Use appropriate language 	<ul style="list-style-type: none"> - Stay with your class/group 	<ul style="list-style-type: none"> - Listen to adults/speakers - Respect property 	<ul style="list-style-type: none"> - Participate 	<ul style="list-style-type: none"> - Stay in assigned area/group - Be calm
Bus	<ul style="list-style-type: none"> - Take care of school property 	<ul style="list-style-type: none"> - Pick up any trash 	<ul style="list-style-type: none"> - Listen to bus driver - Take care of bus 	<ul style="list-style-type: none"> - Be on time - Be a good example for others 	<ul style="list-style-type: none"> - Stay seated - PAX voices - PAX hands and feet - Keep aisles clear - Be careful when exiting the bus

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
8. Suspension of bus riding privileges.
9. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
10. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
11. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
12. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

DRUGS AND WEAPONS POLICY

The possession, use, sale, distribution, and purchasing of alcohol, drugs, or drug look alike and drug paraphernalia will not be tolerated. Also, the possession of a weapon or a weapon look alike at school will not be tolerated. If this occurs, a Board Expulsion Hearing will be conducted. The consequences will include Out of School Suspension, and/or Expulsion, require counseling, and legal authorities will be notified. All State and Federal guidelines will be followed. Also Conceal to Carry Licensee may not knowingly carry a concealed firearm into: (1) schools or child care facilities.

GANGS

Gangs and gang related activities are prohibited. Any gang dress/physical appearances/ activities will be dealt with within the frameworks of the law.

STUDENT INFORMATION

CROSSWALK

ALL STUDENTS WHO WALK HOME OR NEED TO CROSS THE STREET TO GET TO THEIR RIDE MUST CROSS THE STREET AT THE CROSSWALKS. If your ride parks along the street and it is on the other side of the street - YOU MUST CROSS THE STREET AT THE CROSSWALK - NOT IN THE MIDDLE OF THE BLOCK. Also, car riders must wait for their ride on the school side of the street and not across the street in neighborhood yards. Parents/guardians, if you pick up your student, please use caution and be courteous.

GRADING, PROGRESS REPORTS, REPORT CARDS

The grading of a student's work is solely the task of each teacher in his/her classroom. Grades will be comprised of tests, homework, and daily activities.

Progress Reports will be sent home with all students during the middle of the first (1st) quarter and thereafter as often as the teacher feels necessary during the second, third, and fourth quarters to indicate student progress.

Report Cards are issued four times each year (approximately every nine (9) weeks) to inform parents/guardians and students of student achievement. Report Cards need to be signed by parent/guardian and returned within one (1) week. An explanation of grades is found on the Report card. Parents/guardians need to note the teacher comment section of the Report Card.

Grading Criteria For N.I.C.E.:

NICE Grading	Standard/Activity
100% - 90% = A	100% - 90% = O
89% - 80% = B	75% - 89% = S
79% - 70% = C	60% - 74% = N
69% - 60% = D	Below 59% = U
Below 60% = F	

Every teacher will maintain an evaluation record for each student in their classroom. A District Administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include: A miscalculation of tests scores, a technical error in assigning a particular grade or score, the teacher agrees to allow the student to do extra work that may impact the grade, an inappropriate grading system used to determine the grade, or an inappropriate grade based on an appropriate grading system. Should a change to a grade be made, the administrator making the change must sign the changed record.

HOMEWORK

Every child should have their own quiet corner and a regular time for reading and studying. Homework is purposeful when it provides needed practice in newly developed skills, helps train a child to work independently, and enriches and extends their school experiences. One of the teacher's objectives in preparing homework is to promote initiative, responsibility, and self-reliance.

Generally, students in the early primary grades may have no homework unless there is an individual need. In the intermediate grades, an introduction is made to projects and long range assignments. Limited amounts of homework may be expected.

If a student consistently spends more than an hour on homework or if grades are low and he/she has no homework, a conference with the teacher may be needed.

REQUEST FOR HOMEWORK

- A request for homework must be made by 9:00 a.m. the day you wish to pick up the homework. The homework will be available to be picked up at 3:30 p.m.
- If a request is made after 9:00 a.m., the homework will be available to be picked up after school the next day after the request is made.
- If students know they will be absent all attempts should be made, by the student, to talk with their teacher and get the needed books and assignments before the last attendance day. The student is then expected to have the work completed upon returning to school.

NICE 's first priority is to teach the academics needed to the students. On occasions when a student falls behind, needs additional instruction, needs additional time, does not have completed homework, etc., he/she may miss recess to get caught up or receive additional instruction to complete homework.

MAKE UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will may not be allowed to make up missed work.

PERSONAL ITEMS TO SCHOOL

Students are not to bring personal items, toys, skates, roller blades, skateboards, radios, CD's, phones, ipads, kindles, etc. to school unless they are to be used in the classroom for an activity. If they are brought for an activity, they are to remain in the classroom until they are taken home. If CD's, radios, etc. are used on the bus, they must be put in back pack before entering school and left there until back on bus. These items often cause conflict and disruptions. We do reserve the right to collect any item that presents a problem. It will be kept in the office and released to the parent/guardian. Money in amounts more than necessary for school purchases is discouraged. In most cases it is unnecessary for elementary youngsters to have extra money at school. Trading, selling, and exchanging of any personal items is not allowed at school. The school will not be responsible for lost and/or traded and/or broken personal items.

PERSONAL MESSAGES TO STUDENTS

We understand that unforeseen situations and emergencies will arise and that a message be left for your child (via telephone, written note, or in person). We do ask that, when possible, all personal messages or communications between home and students be taken care of outside of school. Our purpose in making this request is to minimize classroom interruptions and maximize instructional time. If needed, the office would be happy to relay personal messages to students at the appropriate times. CLASS WILL NOT BE INTERRUPTED TO GIVE MESSAGES TO STUDENTS OR FOR STUDENTS TO TAKE OR MAKE PHONE CALLS.

Search and Seizure

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

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

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

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

Students

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

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

Seizure of Property

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

SKATEBOARDS

Skateboarding is not allowed on school property. There are property signs posted stating - NO SKATEBOARDING. If you ride your skateboard to school you will need to carry your board on and off the school property and place your board in the office. If you ride your board on school property it will be confiscated and your parent/guardian will have to pick it up and your board will no longer be allowed on school property.

TRANSPORTATION

Bus Conduct

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

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

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

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

BUS DRIVEWAY

N.I.C.E. is fortunate to have a separate drive for bus delivery and pickup. For safety reasons, buses are the only vehicles that are to be in this driveway. On occasions, buses use this driveway even after pickup at dismissal. If you are using this drive you will be given a first time warning not to use it. If use is continued, then your license plate number will be given to the Mt. Carmel Police Department. Also, please do not pull in and park at the entrance and exit to this drive. Students use this area to walk and we do not want to chance on backing up and hitting a child.

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school they attend. Final determination for distances that are questionable will be that of the District Transportation Director. Students are not permitted to ride a bus other than the bus to which they are assigned.

Video and/or audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. Transportation is considered an extension of the regular school program and students who violate behavior expectations are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on school premises.

If a student is a bus rider and is not going to be riding the bus home from school, a note signed by parent/guardian MUST be sent to school. If notification is not received that a student is not to ride the bus, then the student will be put on the bus to ride. This will occur even if the student informs us he/she is not to ride. Notification from parent/guardian must be received. Also, a non-riding bus student cannot ride the school bus home with a riding bus student.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. Students MUST obey the driver. In the case of a written discipline referral, student's bus problems will be handled by the building principal. Appropriate disciplinary actions will be taken for violation of bus rules and regulations. Safety demands complete cooperation. The right of all students to ride the bus is dependent on their good behavior and observance of the rules and regulations. Students may be suspended from riding the school bus for engaging in gross disobedience or misconduct. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. Parents/guardians will be responsible to have the student at school. Parents will be informed of inappropriate student behavior on the bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children.

Questions pertaining to school bus transportation can be directed to:

N.I.C.E. Office 618-263-3876

District Transportation Director 618-262-8539