

Welcome To Nashville Community High School

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The information provided in this handbook is a product of annual implementation and revisions that were developed to make it easier to function at Nashville Community High School. It is a reflection of board policy, community values, and professional judgment.

This handbook is not a contract, but is meant to provide a resource when a question arises about current practices at Nashville Community High School. Please contact the Superintendent or Principal with any questions or concerns.

**Adopted by the Board of Education
February 21, 2023**

NASHVILLE COMMUNITY HIGH SCHOOL DISTRICT NO. 99

2023-2024 SCHOOL CALENDAR

Online Registration Opens.....	Monday, July 17, 2023
Registration (BY APPOINTMENT ONLY)	Tuesday-Thursday, August 1-3, 2023
Teacher institute	Thursday-Friday, August 10-11, 2023
Freshman academy	Friday, August 11, 2023
First day of school attendance	Monday, August 14, 2023
Half day (11:30 dismissal) In-service	Friday, September 1, 2023
Labor Day (NO SCHOOL)	Monday, September 4, 2023
Mid-term of first quarter.....	Friday, September 15, 2023
Half day (11:30 dismissal) Homecoming parade 1:00 pm	Friday, September 22, 2023
Columbus Day (NO SCHOOL).....	Monday, October 9, 2023
P/T Conferences (Evening Conferences).....	Wednesday & Thursday, October 11 & 12, 2023
End of first quarter	Thursday, October 12, 2023
NO SCHOOL	Friday, October 13, 2023
Half day (11:30 dismissal) In-service	Friday, October 27, 2023
Veteran's day (NO SCHOOL).....	Friday, November 10, 2023
Mid-term of second quarter	Friday, November 17, 2023
Thanksgiving vacation.....	Wednesday - Friday, November 22, 23 & 24, 2023
End of second quarter/1 st Semester.....	Thursday, December 21, 2023
Christmas Vacation.....	December 22, 2023 thru January 2, 2024
Teacher Institute (NO SCHOOL)	Wednesday, January 3, 2024
Return to school on Thursday, January 4, 2024	
Half-day (11:30 dismissal) In-service.....	Friday, January 12, 2024
Martin Luther King Jr. Day (NO SCHOOL)	Monday, January 15, 2024
Mid-term of third quarter.....	Friday, February 9, 2024
NO SCHOOL-Parent Teacher Conferences	Thursday, February 15, 2024
Teacher institute (NO SCHOOL - Tri-County Institute)	Friday, February 16, 2024
President's Day (NO SCHOOL)	Monday, February 19, 2024
Half day (11:30 dismissal) In-Service	Friday, March 1, 2024
Casimir Pulaski Day (NO SCHOOL)	Monday, March 4, 2024
End of third quarter	Friday, March 15, 2024
Spring Vacation	Thursday - Monday March 28, 29, April 1, 2024
Return to school on Tuesday, April 2, 2024	
NO SCHOOL	Monday, April 8, 2024
Mid-term of fourth quarter.....	Friday, April 19, 2024
Half day (11:30 dismissal) In-Service	Thursday, May 23, 2024
**If all 5 emergency days are used	
**Last day of student attendance – End of fourth quarter/2 nd Semester	Thursday, May 23, 2024

***Calendar includes five emergency snow days.*

STUDENTS - PARENTS - TEACHERS

WORK TOGETHER

TO FOSTER STUDENT SUCCESS AT NASHVILLE COMMUNITY HIGH SCHOOL

STUDENT RESPONSIBILITIES

Students should:

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

Students have the right to:

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

PARENT RESPONSIBILITIES

Parents should:

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

- Inform the school of any special needs or situations that might affect their son/daughter's education

Parents have the right to:

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

TEACHER RESPONSIBILITIES

Teachers should:

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

Teachers have the right to:

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

The Mission of Nashville Community High School is to maximize the learning potential of each student, including the skills, knowledge and attitude necessary to be a life-long learner and responsible citizen.

OBJECTIVES OF NASHVILLE COMMUNITY HIGH SCHOOL

1. To provide physical and health education to meet the needs of the individual student through formal programs. (Physical education, biology, general science, health, and participation on athletic teams).
2. To provide vocational education to meet the needs of the individual student through formal programs and work experience.
3. To meet the psychological and social needs of all students so that they can be well-adjusted individuals. This objective should be the concern of all teachers as realistic opportunities are afforded. Special situations can be dealt with on a formal basis. (Guidance department, psychology classes, and through school administration).
4. To develop the moral and ethical sense of each individual student should be the objective of all personnel. This should be accomplished by example, by individual attention, and by formal instruction.
5. To train the students adequately in reading, spelling, arithmetic, and written and oral communication.
6. To prepare each student to adequately understand the social, economic, political, spiritual and physical world in which he/she lives so that he/she can assume his/her responsibilities in society.
7. To develop in each student an aesthetic appreciation of the world in which he/she lives.
8. To provide modification and revision in the educational curricula to meet the individual differences of all students so that each may find his/her most productive role in life.
9. To provide adult education programs, to be educational consultants, and to meet the educational needs of the entire community.
10. To encourage and develop well rounded individuals through the proper use of leisure time.
11. To accept the composite need-structure of each student as being unique, and to direct the school's program in such a way as to allow maximum individual growth and development.

GRADUATION REQUIREMENTS

Graduation requirements: Students must earn 21 credits in order to graduate from Nashville

Community High School. The table shows specific subject requirements:

Subject	Credits Required
English	4
Math	3*
Science	2
Social Studies	2 **
Health	0.5
Driver's Education	0.5
Consumer Education	0.5
Vocational, Art, Music, or Foreign Language	1
Physical Education credits	2

*** 1 year must be Algebra 1 and 1 year must be a course that includes geometry content.**

****1 credit of US History and 1.0 credit of civics are required.**

To be eligible for graduation, a student must pass the US Constitution test and the IL Constitution test.

Completed State Required Testing for Graduation.

For a student placed in special education, the Individual Education Plan (IEP) will be used to determine graduation requirements per board policy.

All students are required to participate in PE all four years of high school unless they have been granted a waiver. Students earn $\frac{1}{4}$ credit per semester for participation in PE.

Types of Waivers:

1. Athletic waiver for participation in sports
2. Waiver for band participation
3. Academic waiver for juniors and seniors taking an extra class
4. Medical waiver with a statement from their physician
5. A student taking the required health education class. Students repeating this class are not waived from PE.

An athletic PE Waiver will be given to students during the season of any sport in which they participate. Students may be required to attend PE classes during any interim. $\frac{1}{4}$ credit will be granted per semester for students with an athletic PE waiver. Marching Band students are not required to take PE. Students who participate in marching band continuously for a full year will earn 1 credit for band. They do not earn a PE credit.

Academic waivers are granted to juniors and seniors who wish to take an approved additional class to meet college entrance requirements or for students who are lacking a credit needed for graduation. For a junior or senior to get a waiver for college reasons, juniors must take a science class and seniors must take a class required for college admission, but not needed for high school graduation. Students with an academic waiver do not earn PE credit.

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Students who have a medical waiver for the entire year do not earn PE credit. Students who miss less than a ¼ of PE with a medical waiver provided by a physician, may be granted PE credit if they participate continuously for the remainder of the school term.

Students who take Health Education as a sixth class are exempt for PE for the semester. Students in this category do not earn PE credit.

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

1. He or she (a) is in grades 9-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has and IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent may

waive this requirement if he or she believes a waiver is to be in the student's best interest.

Commencement

Seniors must meet the following criteria prior to participation in commencement exercises:

- Have all fees paid
- Meet all graduation requirements
- Be in good standing
- Attend graduation practice

GRADE ADVANCEMENT PROCEDURE

Classification of Freshmen, Sophomores, Juniors & Seniors:

- Students who have fewer than 5 credits are classified as freshmen regardless of the student's age or number of years attending school.
- To be classified as a sophomore, a student must have completed at least two semesters of high school and must earn, prior to the start of the sophomore year, at least 5 credits.
- To be classified as a junior, a student must have completed at least four semesters of high school and must earn, prior to the start of the junior year, at least 10 credits.
- To be classified as a senior, a student must have completed at least six semesters of high school, meet all state testing requirements, and must earn, prior to the start of the senior year, at least 13 credits.

The classification of transfer students will be determined by the NCHS guidance counselors upon a review of transcripts.

The classification of students who have participated in home schooling or other alternative educational placements will be determined by the administration on an individual basis.

COLLEGE PREPARATORY RECOMMENDATIONS

The following subject patterns will prepare students for the academic demands of typical four-year colleges. Specific admission requirements for highly selective programs (University of Illinois, Military

Academies) should be researched through the Guidance Office.

4 Units (years) of English

3-4 Units of Mathematics (Algebra I; Geometry; Algebra II or higher)

3 Units of Laboratory Science

3 Units of Social Studies

2 Units of either the same Foreign

Language/Music/Fine Arts or Vocational Education

15 Total Academic Units Required

*1 Unit Keyboarding/Computer Concepts (Additional Local Recommendation)

In addition to high school course requirements, public universities will continue to consider other measures in making admission decisions, such as high school grade point average, high school rank, or entrance examination scores (ACT, SAT).

Public universities and community colleges will continue to admit students to baccalaureate programs that do not meet the specific high school course requirements for admission. (Exceptions: University of Illinois).

Students admitted with subject deficiencies may be required to take "make-up" course work during their first year in college.

For more specific information, contact the Guidance Office or the university/junior college admissions office.

COLLEGE/MILITARY VISITS

The Guidance Office encourages legitimate college and military visits. These visits are a great way to find out more about the college or branch of military. Students are required to use the following procedures:

1. Complete and turn into your counselor the "Request to Visit" form at least two days in advance of the visit.
2. We expect the visit will make the best of your time (in most cases, community college visits should be limited to half a day).
3. Have a college representative sign the voucher. The student should then return the voucher to the main office upon returning to school.

"Request to Visit" and "voucher" forms are available on the school web site www.Nashville-k12.org or in the counseling office.

VOCATIONAL EDUCATION PROGRAM

Nashville Community High School insures equal educational opportunities for students regardless of race, color, national origin, age, sex, religion or disability. Questions in reference to educational opportunities may be directed to either of the following:

Superintendent or Principal
Nashville Community High School
1300 S. Mill Street
Nashville, IL 62263
Telephone: 618/327-8286

ARMED SERVICES

Annually, the Guidance Office receives requests from the Armed Services for a list of names of juniors and seniors. Incoming NCHS freshmen and new students (transfers) will receive a form from the Guidance Department that gives them the option of being omitted from these lists. A student may change his/her status by reporting to the Guidance Office. A new form may be required.

UNITS OF CREDIT

All NCHS classes will receive **semester credits**.

STUDENT TRANSFERS

Any student seeking admission to Nashville Community High School District No. 99 shall meet residency, age, health examination, immunization and such other eligibility standards as may be established by law or the school district. This will include providing two documents (as outlined on the NCHS residency form) proving in district residence, as well as a certified copy of the student's birth certificate. Any student transferring into the school district must present evidence the student was in good standing in his or her previous school. In addition, such student shall provide or shall cause to be provided to local school officials all relevant school records relating to such student's attendance, academic achievement and credits earned at other schools the student attended previous to enrollment at Nashville Community High

School District No. 99. In the event the student is unable to provide or cannot cause to be provided official records from an educational institution, the student shall provide a listing, course descriptions, and explanation of the content of the courses taken for which the student seeks credit. Nashville Community High School District No. 99 shall review the foregoing, may at the sole and exclusive discretion of Nashville Community High School District No. 99 credits shall be recognized or disapproved.

Any student transferring into the school district shall be placed in the Nashville Community High School District No. 99 course schedule or grade level determined to be appropriate by school district officials. In making placement determinations, the school district shall consider:

1. the chronological age of the child when appropriate;
2. transcripts, grade cards or other assessment documents;
3. ability or achievement test scores;
4. recommendations of teachers, parents, physicians, and/or other specialists when appropriate; and
5. such other factors, as school district officials shall deem it appropriate

When school officials deem it appropriate an achievement test shall be administered to the child to assist the school district in making a placement decision. School officials may make temporary placement decisions pending their acquisition of complete information about the child. As soon as possible after complete information is obtained about the child, final placement shall be made.

The student shall request the school from which he or she is transferring to forward a record of the student's grades and a certified copy of the student's records. If the student is unable to present the records at enrollment, the student may be admitted, and school officials shall request records from the transferring school.

PART TIME ATTENDANCE

The school district shall accept part-time attendance in the regular education program from students who are enrolled in non-public schools or home schools if there is sufficient space in the class or classes in which the student desires to enroll. Any student accepted for part time attendance must be a resident of the Nashville Community High School District No. 99. A request for attendance in the following school year

must be submitted by the nonpublic school principal or, in the case of a home schooled student, the parent or other person responsible for educating the student, no later than May 1. A student seeking to attend school on a part time basis must comply with the provisions of Policy N. 5.29, "Student Transfer." Students in part-time attendance, except those who are unable to afford them, must pay all applicable fees, which the district charges for services and activities.

Parents or guardians of students enrolled in nonpublic schools or home schools wishing to have their child participate in Nashville Community High School District No. 99 classes or activities on a part time basis shall submit a written request on a form to be developed by school officials.

DUAL CREDITS

Students attending Nashville Community High School who successfully complete selected courses at the high school may receive credit at Kaskaskia College by dual enrollment.

Students will earn Kaskaskia College credit upon successful completion of the course(s) and all college registration and enrollment requirements. In exchange for tuition and fees for college course credit, Nashville Community High School will pay the instructional costs of eligible courses including faculty salaries and instructional supplies and will provide instructional equipment.

Dual Credit Classes are listed on class registration forms. For more information, contact the NCHS Guidance Office or visit the school website, www.nashville-k12.org.

CREDITS EARNED FROM EXTERNAL SOURCES

Students may gain no more than three external credits during their high school term from the following:

A. High School Credit

Summer School

Students may take classes in the summer to gain graduation credit under the following conditions:

1. Students must obtain approval from the Guidance Office before enrolling in summer school.
2. Nashville Community High School will only

accept classes to compensate for failed required classes or to meet graduation credit requirements because of failed elective classes.

3. Grades obtained in approved summer schools will be calculated into the student's grade point average and used in determining class rank.

4. The student is responsible for all expenses incurred.

Correspondence Courses

Since correspondence work does not in any way equal the quality of regular attendance credit, Nashville Community High School does not encourage its use. Under certain circumstances, students are permitted to take approved subjects through the American School in Chicago or Illinois Virtual School. The following conditions will prevail, depending upon the reason for which this extra course work is taken:

1. Students must obtain approval from the Guidance Office prior to enrolling in any correspondence course.
2. Students will not be permitted to take by correspondence any course required by the Illinois State Board of Education or Nashville Community High School.
3. The student is responsible for all expenses incurred.
4. The student is responsible for meeting a completion date as determined by the Guidance Office.
5. A student must register for a correspondence course prior to the fourth week of the second semester if he or she expects this credit to be counted toward graduation.

B. Summer School to Gain Extra-Curricular Eligibility

Students may take summer school classes to gain extra-curricular and athletic eligibility under the following conditions:

1. Students must obtain approval from the Guidance Office prior to enrollment.
2. Summer school classes are taken at an approved institution such as the Tri-County Consortium.
3. Correspondence will not be approved for this purpose.
4. The class must be completed by the time fall semester begins.
5. This class must meet the requirements stipulated under Section A (High School Credit).

COLLEGE CREDIT

College Enrichment Courses

Nashville Community High School students, who have completed their freshman year in good standing may with administrative approval, take enrichment or supplementary courses at approved colleges. Credits for these subjects will not count toward high school graduation and will not advance a student within a subject area's course sequence. Student requests for enrollment should be made through the Guidance Office.

DEPARTMENT OF GUIDANCE

The Guidance Office makes every effort to encourage educational, social, personal, and career development for all students. This takes place through large group presentations, classroom visits, student mailings, small group conferences, parent meetings, individual visits with the counselors, and use of the Guidance Office resource room.

Students may use the Guidance Office before and after school or during study hall. If a student has no study hall, special arrangements can be made. All students are encouraged to obtain a pass from a member of the guidance staff prior to their study hall hour. Parents are encouraged to call or drop by the Guidance Office any time.

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 guidance office.

FINANCIAL AID: GRANTS AND SCHOLARSHIPS

Students attending college or trade school need to be aware of financial assistance that may be available to them. Grants and scholarships are “free” money awarded based on academic or athletic merit and/or financial need. Students and parents must complete the Free Application for Federal Student Aid (FAFSA) form to determine the financial need of the student. This form can be completed beginning January 1st of the student’s senior year. More information about the FAFSA, federal aid and the application can be found at www.studentaid.ed.gov. By completing the FAFSA the student may also qualify for the MAP grant administered by the state of Illinois. For information on Illinois state grants, scholarships, and aid go to <http://www.isac.org>. Colleges and universities offer many scholarships based on academic merit. Information and applications for specific college scholarships can usually be found on the school website, typically on the financial aid page. The counseling office offers a listing of scholarships available to students. Most of the scholarships are for seniors, but occasionally some are available to underclassmen. Parents and student may view the list of scholarships on the counselors’ websites. Scholarship applications not available on the web will be located in the scholarship file in the counseling office.

Additional Aid Information:

Federal Student Aid Information Center
Phone 1-800-433-3243
www.studentaid.ed.gov
Illinois Student Assistance Commission (ISAC)
Phone 1-800-899-4722
<http://www.isac.org>
Email: isac.studentservices@isac.illinois.gov

ACADEMIC AWARDS

Illinois State Scholar Program

The Illinois State Scholar Program recognizes Illinois high school students for outstanding academic achievement. State Scholar designation is an honorary recognition with no monetary award. Approximately the top ten percent of Illinois high school graduates are announced as State Scholars each year. Among the eligibility requirements: Take the ACT or SAT examination between September 1 and June 30 during the junior year of high school; rank in the top one-half

of his or her high school class at the end of the sixth semester; and graduate from high school during the academic year in which the student is selected as a State Scholar.

Presidential Award for Educational Excellence

These students must meet a nation-wide criterion that qualifies them to receive a certificate from the White House. These students must meet all of the following criteria: have a grade point average of 3.5 after seven semesters; earn a minimum of 12 units in the academic core subjects of language arts, foreign language, mathematics, science, and social studies; and score in the 85 percentile in math or reading on the ACT.

Gold Cords

Graduating seniors are recognized as graduating with honors. To graduate with honors a student must **graduate with a cumulative grade point average of 3.75 or higher.**

Honor Roll

For first and second semester:

High Honors 3.75 - 4.00 Honors 3.50 - 3.74

TESTING RECOMMENDATIONS FOR COLLEGE-BOUND STUDENTS

1. Take the ACT or SAT during second semester of junior year. **Either of these tests will be accepted by colleges and universities in Illinois.**
2. Take the SAT subject tests **if** required by the college of your choice in the spring of **your** junior year.

ACT Test Dates

September 9, 2023
October 28, 2023
December 9, 2023
February 10, 2024
April 13, 2024
June 8, 2024
July 13, 2024

Students register for the ACT at www.ACT.org.
The school code for NCHS is 143-110.

SAT Test Dates

August 26, 2023
October 7, 2023

November 4, 2023
 December 2, 2023
 March 9, 2024
 May 4, 2024
 June 1, 2024

Students register for the SAT at www.collegereadiness.collegeboard.org/sat The school code for NCHS is 143-110.

School Testing Dates

PSAT/NMSQT (optional for Jrs) – TBA

SAT (Jrs) - Digital Testing Window March 18-April 26, 2024

PSAT9/ PSAT10 (Fresh & Soph) – Digital Testing Window March 18-April 26, 2024

ACT registration should be completed six (6) weeks prior to test date. Register online at www.actstudent.org.

REPORT CARDS PROGRESS REPORTS

Report cards may be viewed on Skyward under the portfolio tab. Parents may request a report card be mailed home by contacting the guidance office.

PARENT TEACHER CONFERENCES

This year's conferences will be held during the afternoon and evening of **Wednesday, October 11, 2023 and October 12, 2023 and again on Thursday, February 15, 2024.** It should be emphasized that every parent is encouraged to attend, regardless of student achievement.

Grading Scale		
Percentages		Grade Points
99 – 100	A+	4.0
92 – 98	A	4.0
90 – 91	A-	3.67
88 – 89	B+	3.33
82 – 87	B	3.0
80 – 81	B-	2.67
78 – 79	C+	2.33
72 – 77	C	2.0
70 – 71	C-	1.67
68 - 69	D+	1.33
62 – 67	D	1.0
60 – 61	D-	.67
0 – 59	F	0.00

GRADING SYSTEM

Class Rank

At the end of each semester, all students' cumulative grade point averages (GPA) are calculated and ranked in descending order.

The total number of grade points (A-4, etc.) is divided by the number of semester grades. Those students having the same GPA will have identical class rank. Physical Education grades are not included in GPA calculations.

Incompletes

Credit will not be awarded if a student fails to meet all course requirements. Reports, projects, tests, or class assignments not completed at the end of the semester will be recorded as incomplete (F) and a failing grade assigned for the class. A student's request for a time extension due to illness, death in the family, etc., may be granted with administrative approval.

RESTRICTIONS ON RE-ENROLLING DROP-OUTS

Re-enrollment shall be denied to individuals above the age of 17 years who have dropped out of school and who cannot earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment would be provided counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Act or accommodation plans under the American with Disabilities Act.

RIGHTS AND RESPONSIBILITIES

Education is a vast enterprise, involving all citizens: students, parents, teachers, and administrators. The success of this enterprise can be measured, in part, by the degree to which all persons involved in the educational process fulfill their unique responsibilities and exercise their rights in a reasonable manner.

Frequently, misunderstanding and confrontation in a school community result from either a failure on the part of these citizens to recognize the limits of their own rights and duties or to respect the existence of the

rights and duties of others.

The rights which people may assert in the school community are in some cases clearly outlined by law. Some rights, while having no basis in statute or case law, stem from tradition. Still other rights are now in the process of being identified and established in response to changing social conditions. No protected right should be construed as a license to engage in disorder, to disrupt the educational process, to interfere with disciplinary process, or to invade the rights of others. One has responsibility in exercising rights. Only by maintaining a balance between rights and responsibilities will the rights of everyone be preserved.

Given the law's uncertainty, the task of everyone concerned is to forge a set of workable relationships among themselves, one that is founded on reason, common sense, and a respect for the worth and dignity of all people.

NON-DISCRIMINATION POLICY

No person shall, on the basis of sex, race, creed, color, national origin, or disability, be excluded from, be denied the benefits of, or be subjected to discrimination under any educational program or activity of the school. This school is authorized under federal law to enroll non-immigrant alien students.

STUDENT GRIEVANCE PROCEDURE

EXPLANATION

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

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

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office for Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5)

proceed without harassment and/or retaliation.

This procedure, along with explanations, due process and directions are available for inspection in the offices of: Superintendent, Building Principal, Coordinators, and in the learning resource center. Time limits refer to days when school is in session.

STEP 1

The student(s) and other parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

STEP 2

If the problem is not resolved, the grievance should be referred informally to Tesha Maschhoff, Director of Guidance or Melissa Harriss, School Nurse. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

STEP 3

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Principal. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and the building principal within ten (10) days and a written response made within five (5) days.

STEP 4

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Superintendent within ten (10) days from the receipt of the response on Step 3. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

STEP 5

If the issue is not satisfactorily resolved on Step 4, the grievant(s) may appeal the grievance issue in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

SEXUAL HARASSMENT

I. The Policy

It is the policy of Nashville Community High School to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any student or employee of Nashville Community High School to harass another student or employee through conduct or communications of a sexual nature as defined in Section II. (Ref. Board Policy 7:20)

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

II. Sexual harassment, as set forth in Section I, may include but is not limited to the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implications or unwelcome touching;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

III. Procedures

- A. Any person who alleges sexual harassment by any staff member or student in the school may complain directly to the Superintendent, Principal or the Director of Guidance. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, future employment, grades, or work assignments.
- B. The right to confidentiality, both of the complainant and of accused, will be respected consistent with the school district's legal obligations, and with the necessity to

investigate allegations of misconduct and to take corrective action when this conduct has occurred.

IV. Sanctions

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

STUDENT WELFARE - CHILD ABUSE

According to Illinois law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. In such a situation, the staff member shall notify the Superintendent that a report has been made. Traditional considerations of confidentiality shall not constitute grounds for failure to report such cases.

Abuse and neglect are defined by Illinois law but may generally be understood as follows:

1. Abuse is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.
2. Neglect is abandoning a child, subjecting a child to an environment injurious to his/her welfare or failing to provide the proper support, education or remedial care required by law by one who is responsible for the child's welfare.

SEX OFFENDER REGISTRATION ACT

Public Act 94-0994, which was passed by the State of Illinois General Assembly, amends the Sex Offender Registration Act and requires school districts to notify parents that information about sex offenders is available to the public as provided for in the Act. The web site for the Illinois Sex Offender Registry is: <http://www.isp.state.il.us/sor/>. Click on "I Agree" at the bottom of the page to access the search page.

TEEN DATING VIOLENCE POLICY

Nashville Community High School provides counseling and referral services for victims of teen dating violence. This request for services may result from incidents that have taken place on school property or off school grounds. Upon the occasion that Nashville Community High School is unable to provide adequate services needed to assist the student, the school will refer the student to the appropriate help agencies. This may include but not limited to, People Against Violent Environment (PAVE) and Sexual Assault and Family Emergencies (SAFE). Nashville Community High School is committed to educating its students on this important issue and providing any help necessary.

STUDENT RECORDS

All student records at Nashville Community High School are kept in accordance with the Illinois School Student Record Act of 1975.

In compliance with state and federal law, the following information is included in permanent records:

1. Basic identifying information, including students and parent/guardians names, addresses, birth dates, and gender.
2. Academic transcript which includes all semester grades, credits earned, cumulative grade point average, class rank and test scores. Test scores will include PARCC, Explore, Plan, Aspire, PSAT 8/9, PSAT/NMSQT, ACT and SAT unless notified in writing by legal guardian.
3. Attendance record.
4. Accident reports and health records.
5. Record of release of permanent record information.
6. Membership in National Honor Society, Tri M and receipt of Illinois State Scholar.

The following information is kept in the Student Temporary Record:

- All the information contained in the permanent record plus:
- A. Intelligence test scores, group and individual.
 - B. Aptitude test scores.

- C. Elementary and secondary achievement level test results.
- D. Teacher anecdotal records.
- E. Disciplinary information.
- F. Any verified reports or information from non-educational persons, agencies or organizations.

Temporary files will be destroyed five years following graduation, transfer or withdrawal. Any requests must be presented before that time.

The Right to Control Access and Release of School Student Records

Students and/or parents may inspect and request copies of records. Twenty-five cents per page will be charged to cover copying costs.

Student records may not be released without parental consent except in cases of emergency. Factors considered in determining emergency release of records are:

1. The seriousness of the threat to the health or safety of the student or other persons.
2. The need for such records to meet the emergency.
3. Whether the persons to whom such records are released are in a position to deal with the emergency.

Parents have the right to:

1. Inspect and copy student records.
2. Challenge the contents of such records.
3. Limit any such consent to designated records or designated portions of information within the records.

The school shall grant access to, or lease information from, school student records without parental consent or notification:

1. To an employee or official of the school or school district or the State Board of Education, provided such employee or official or State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest.
2. To any person for the purpose of research, statistical reporting or planning, provided that:
 - A. Such person has the permission of the State Superintendent of Education.
 - B. No student or parent can be identified from the information released.

Pursuant to a court order provided that the procedures outlined in Ill. Rev. Stats. 1975, Ch. 122, Article 50-60 (a), (5) are observed. Within ten (10) days following graduation, transfer, or permanent withdrawal of a student from school, the parents and the student should consult the custodian of the school records for requests to copy.

Maintenance and Destruction of Student Records

1. The school district will maintain temporary student records for less than 5 years and permanent student records for a minimum of 60 years after the student has transferred, graduated or otherwise permanently withdrawn from school

2. Upon graduation, transfer or permanent withdrawal of a student from the school, the school shall notify the parents and the student of the destruction schedule for the student's permanent record and the student temporary record and of the right to request a copy of the student's records at any time prior to their destruction. Notification shall consist of the following:

- Date of notification
- Name of parent
- Name of official record custodian
- Name of student
- Scheduled destruction date of temporary and permanent records

3. The school may provide reasonable prior notice to a parent and student through:

- Notice in the school's parent/student handbook
- Publication in a newspaper published by the school district or, if no newspaper is published in the school district, in a newspaper of general circulation with the school district
- U.S. mail delivered to the last known address of the parent or student
- Other means provided the notice is confirmed to have been received.

NOTIFICATION OF RIGHTS UNDER FERPA FOR SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's

education records within 15 days of the day the District receives a request for access.

Parents or eligible students should submit to the school Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parents or eligible student believes is inaccurate or misleading.

The parents or eligible student may ask Nashville Community High School District 99 to amend records that they believe are inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, a supervisor, an instructor, a support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, an auditor, a medical consultant or a therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her task.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student intends to enroll [NOTE: FERPA requires a school district to make a reasonable attempt

to notify the student of the records request unless it states in its annual notification that it intends to forward records in request].

4. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.

A parent/guardian or eligible student may ask Nashville Community High School District 99 to remove certain scores of college entrance exams from their student's academic transcript. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

5. The right to a copy of any school student record proposed to be destroyed or deleted.
6. The right to prohibit the release of directory information.
7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.
8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
www.ed.gov/

DIRECTORY INFORMATION

Directory information may be released to the general public unless a parent requests that any or all such information not be released on his or her child.

Directory information is defined as follows:

- | | |
|-----------------|-------------------------|
| A. Student Name | B. Address |
| C. Telephone | D. Parent/Guardian name |
| E. Grade Level | F. Gender |

Student Social Security Numbers

Disclosure of your Social Security Number is voluntary. No legal right, benefit or privilege will be denied as a result of any failure to disclose your Social Security Number.

Student Social Security Numbers collected will be used for educational research purposes only and will primarily be used for employment tracking of vocational education program completers in accordance with the Carl D. Perkins Vocational Educational Law, 20 U.S.C. Sec. 2301 et seq., and State Law, Ill. Rev. Stat. 1987, ch.122, par.697.

TEXTBOOKS

The basic textbooks are furnished on a rental basis. In some cases, an additional charge may be made for materials used. Remember the books are the property of the school and should be taken care of properly. Any damage beyond the expected wear will be billed to the student.

SOCIAL ORGANIZATIONS

Clubs, classes or other organizations within the school may sponsor social affairs. Social activities at school help prepare pupils for the social responsibility in which they engage outside of school.

In order that there may be unity of the purpose in both the formal and informal life of school, the following policies have been established for the government of all student organizations:

1. Each organization shall be under the control of a member of the faculty, who shall act as class or club advisor.
2. All money collected by school organizations is deposited in the high school activity fund. Each organization treasurer keeps a separate

record of his accounts, and money is paid out only by the office secretary upon receipt of a treasurer's payment order, signed by the organization treasurer and faculty sponsor.

3. No organization may have an excessive number of social activities per year and none during the last week of a semester. In cooperation with the Athletic Department, we do not favor the scheduling of activities on the night before an athletic contest. The same applies to contests, speech, music, etc.
4. Activities can be scheduled at least one week in advance, with the date of approval in the office and recorded on the master calendar. All activities shall be held in the school building unless otherwise permitted by the office.
5. Parties can be carried out most successfully if they are planned under the direction of a social committee with the assistance of the faculty sponsor. Each activity should be carefully planned as to all its details, including the responsibility of cleaning up after the party and returning the equipment used.
6. All activities must be chaperoned by members of the faculty.
7. All parties shall close by at least 10:30 P.M. unless otherwise permitted by the office.
8. Students working after school to prepare for a party must be under the supervision of a teacher.
9. The cost of school parties should be as small as possible, the amount depending upon the nature of the entertainment.
10. Every student should make special effort to participate in all activities of the class and clubs to which he/she belongs.
11. The number of offices that may be held at any one time is limited to two (2), regardless of the organization or level of the office involved. Under this arrangement, being president of one group automatically excludes one from being president of any other group. However, one would be allowed to hold one other lesser office for another organization.

CHEERLEADING POLICY

The Policy states as follows: "Pyramid building by members of Nashville Community High School cheerleading squads is not prohibited, but pyramids shall not be more than two (2) levels of personnel

height. Squads building pyramids are limited to a first level of personnel (or the base) and a second level of personnel (or row two)" Adopted: April 15, 1985

STUDENT COUNCIL

The Council is comprised of twenty-four students, six (6) representatives from each class. Prospective members get on the ballot by petition and a questionnaire reviewed by a Student Council Selection Panel. After completing the questionnaire process, the Student Council Selection Panel shall be charged with the responsibility of ranking all candidates. An election will be conducted to determine the three (3) elected members to the Student Council. The Selection Panel will then eliminate from their ranked list the names of the three candidates by their classmates. From the list of ranked candidates, the three (3) remaining candidates with the highest ranking shall then become the other three members of the class representation to the Student Council. NCHS students, in general, are welcome to attend any of the meetings, to participate in discussion or to observe.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is restricted to members of the junior and senior classes. New members are elected from the sophomore and junior classes and are inducted in a special awards assembly towards the end of the school year. These inductees are probationary members and do not become active members until school begins in the fall.

National Honor Society is not solely based on scholarship, but is also based on character, leadership and service. In order for a student to be eligible for National Honor Society, a student must have a cumulative grade point average (GPA) of 3.5 or higher at the end of first semester of their sophomore or junior year. Those students that meet the scholarship criteria are asked to complete a Student Information Form that will be used by the Faculty Advisory Committee (consisting of five teachers) to help determine which students will obtain membership. Completing the Student Information Form does not guarantee membership: it simply means that a student is interested in seeking membership into National Honor Society. If a student does not wish to become a member of National Honor Society, they simply do not return the Student Information Form. The names of those students that submit a Student Information

Form will then be presented to the entire faculty for a rating on the remaining characteristics of character, leadership and service. Any faculty member who has or had the student in class or extra-curricular activity during the current school year will rate the candidate in the three remaining areas. Only head coaches or sponsors rate candidates in extra-curricular areas. Each student's ratings are then totaled and averaged. The ratings from the faculty, along with information from the Student Information Form, will then be used by the Faculty Advisory Committee to determine which students will obtain membership in National Honor Society. The Faculty Advisory Committee is not bound by the overall faculty rating. The committee reserves the right to vote in a student whose score is below the cut off and can choose not to elect someone who has an average score above the cut off when extenuating circumstances occur.

Once a student is granted membership, they must keep up their membership by maintaining their cumulative GPA and abiding by the rules of the National Honor Society constitution. While the academic standard of scholarship is important, membership is never based on grades alone. Each member is required to complete 10 hours of school or community service per year. Eligible service projects will be determined by the National Honor Society sponsor and school principal. Students and parents need to understand the importance of the student being involved with various activities at the school in order to demonstrate everyday leadership and service. While it is necessary for a student to be active in extracurricular activities, it is important to understand that qualities displayed in the classroom are the major factors that determine the candidate's possible election to National Honor Society. Membership in the Nashville Chapter of the National Honor Society is earned by the effective demonstration of the four qualities of scholarship, character, leadership, and service.

OPEN/CLOSED CAMPUS

Students are not allowed to leave campus once they have arrived to school. This includes all students riding buses. Open campus at lunchtime is a **PRIVILEGE** extended to juniors and seniors

who must:

- **Have no unexcused absences**
- **Not to exceed 5 tardies per semester**

A parent or school administrator can revoke this privilege at any time.

Furthermore, NCHS is committed to providing its freshmen and sophomore class with an environment which offers support, structure, and a graduated process toward independence. It is our belief that a closed campus during lunch for all members of the freshmen and sophomore class will help to provide such an environment. It is our hope to get to know your sons and daughters early in their high school career so that we can help them attain positive decision making and enhanced social skills. **It is important that all freshmen, sophomores and restricted upper classmen sign in at lunch. Failure to do so will result in consequences.**

Should any parent, regardless of the age of the student, be opposed to open campus please inform the school.

MASTER CALENDAR

The official school calendar is maintained in the office. Here is kept the official record of all meetings, practices, athletic and musical events, social functions, and other activities not included in the regular school program. All such events and activities must be approved by the principal and scheduled as much in advance as possible.

SCHOOL LUNCH PROGRAM

The school lunch program provides noonday lunches for all pupils. Each student has an individual lunch account that is set up for them. The parents or student may deposit money into this account. The money can be used for lunch and/or drink items in the school cafeteria. This account must be kept current. If the balance is at or below \$0, the student will charge to their account. Students are always welcome to bring a lunch from home. Students will use a 4-digit code to access their accounts and pay for their lunch and should not share their code with any other student. Statements will be sent home periodically.

FOOD AND BEVERAGES

The cafeteria is the only area of the building in which students are allowed to eat and drink. Any food or drink outside of the cafeteria will be confiscated with appropriate consequences. Any food not prepared at the school MUST be in a lunch bag/box.

SCHOOL CANCELLATION

Should it become necessary to cancel school, announcements will be made on local radio stations. In the event of inclement weather, it may be an option to start school later in the day. The radio station that will be contacted is WNSV 104.7.

PARENT NOTIFICATION SYSTEM

Nashville Community High School utilizes a phone messaging system that has the capabilities to contact parents or guardians within a few minutes. This system is utilized to notify parents of school cancellations and emergency situations if they should arise. It is also used as a reminder for selected dates and timelines. The system has the ability to call more than one number per family if so desired.

It is important for parents to have updated contact numbers in our database. Changes or additions should be reported to the Guidance Office as soon as possible.

TELEPHONE

Students will not be permitted to use school telephones unless it is on an emergency basis, or under extreme circumstances. Students will not be excused from class or study time to initiate a telephone call unless there are compelling reasons.

The office staff will accept telephone messages from students' parents and make every effort to relay them to the student. Except in emergencies, students will not be called to the office to speak on the telephone.

INSURANCE

All students participating in athletics, cheerleading, drill team and intramurals will be required to meet one of the two conditions:

- A. The student can purchase supplemental insurance through the carrier selected by the school, or
- B. The student can provide written proof of insurance coverage carried on a private basis. This written proof is done by obtaining a certificate of insurance from their insurance carrier and by signing a Student Insurance Statement form furnished by the school.

Students not participating in the activities mentioned above are not required to take or show proof that they are covered by insurance. Insurance purchased through the school office is merely a service provided by the school. The school acts as a collection agency for the company and in no way is the school connected with them.

INSURANCE CLAIMS

If the student has insurance coverage purchased through the school, each injury resulting in a claim for student insurance benefits must be reported to the school nurse. The student will receive a claim form from the nurse which must be taken home for parental signature and claim submission. This should be done **within 90 days of the date of injury** and the process must be repeated with each new injury. The insurance carrier will only pay claims completed and filed within ninety (90) days of the date of injury.

NOTE: If the student has insurance through the school, **it is the responsibility of the student to complete and submit the form to the insurance carrier.**

If the student has private insurance with a carrier not affiliated with the school, it is the responsibility of the student to inform their parents about any injuries sustained. Students and parents are responsible for submitting the claim to their private carrier.

PHYSICAL EXAMINATIONS

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering the Ninth grade; and
2. Enrolling in an Illinois school for the first time, regardless of the student's grade.

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

Failure to comply with the above requirements by

October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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.

SCHOOL WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA_). The Superintendent or designee will ensure each school building complies with this policy. For more information please refer to NCHS School Board Policy 6:50.

VISITORS TO SCHOOL

Visitation of the school by parents and patrons of this district shall be and is hereby encouraged. All visitors must report to the main office upon entering the building to sign in and obtain a visitors pass. Students are asked to not bring visitors to school. Visitors not possessing a pass will be asked to leave the premises. Students who have been suspended, expelled, or have withdrawn from NCHS will not be permitted to visit without administrative approval.

HOMELESS CHILDREN

A homeless child, as defined by State law, may attend the district school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any district school's attendance area may attend that school. Transportation shall be arranged between the two school districts according to state law. If a dispute arises regarding a homeless child's rights, the superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator, sources for low cost or free legal assistance, and other advocacy services in the community.

ATTENDANCE – STUDENTS OF LEGAL AGE

The Board recognizes that under Illinois compulsory

attendance law, a child must attend school from their 7th birthday until their 17th birthday. Every person of compulsory school age shall attend a school until one of the following occurs:

1. The person is attending a private or parochial school;
2. The person has a physical or mental disability;
3. The person is lawfully and necessarily employed;
4. The person is attending confirmation classes;
5. The person is absent because his or her religion forbids secular activity on a particular day;
6. The person requests to withdraw from school and shows through school records that he/she is in fact seventeen years of age.

ATTENDANCE POLICY AND PROCEDURES

To obtain the most from the educational opportunities provided and because a student's attendance record is part of his/her permanent record, it is important that students keep absences to a minimum. When a student must be absent without prior approval, the parent should telephone the school office **by 9:00 a.m. AND send a written note with the student on the first day back in school.**

Our 24 Hour Phone # 618-327-8286

A. Excused Absences

Students shall be permitted **NO MORE THAN FIVE EXCUSED ABSENCES PER SEMESTER BASED UPON PARENTAL CONFIRMATION FOR THE REASONS OF THE ABSENCE.** After the student has been excused five times in one or more of his/her classes during a semester, additional absences will only be excused through verification from:

1. A written medical statement by a physician.
2. A parent that is an active member of the uniformed services and has been called to active duty, is on leave, or has immediately returned from deployment.
3. A program with date from military or family graduation.
4. A funeral card with date of funeral

If a student absence is verified before the student has reached the limit of five days (or classes) of excused absences, the absence will not count toward the five days permitted by this section. All doctor's excuses, military obligations/notes, or funeral cards must be submitted to the main office within 48 hours of the

student absence. Failure to call or write an excuse within 48 hours will result in the absence being unexcused.

1. Illness

Personal illness and/or physical disability is excused. In the event of three or more consecutive days of absences due to illness, a doctor's statement will be required. A student too ill to attend school is also considered too ill to work, to go shopping, to attend school activities or games, or take part in any other similar activity that same day. To do so shall result in the absence from school being unexcused. Students arriving to school later than the start of the 5th class period, due to illness, will not participate/attend after school activities/games that same day. Exceptions will require prior administrative approval.

2. Medical/Dental Appointment, Court Appearance, Etc.

Keeping in mind that classroom attendance is a top priority at NCHS; every attempt should be made to schedule medical and dental appointments after school hours or on Saturdays. When this is not possible, the appointment time should be scheduled so that the student misses the minimum amount of school. Appointment cards are routinely issued by health care offices and officers of the court and should be presented when the student returns to school for re-admittance.

3. Religious Observance

A student shall be released from school as an excused absence, for observing a religious holiday. The parent(s)/guardian(s) should give written notice in advance of the student's anticipated absence.

B. Authorized Absences

Examples of such absences are school-sponsored field trips, athletic games, academic competition, and music contests. In addition, visiting a college or university for orientation or admittance will be classified as an authorized absence provided the student has cleared the impending visit with the guidance counselor.

College days that have not been cleared ahead of time will be classified as unexcused.

C. Avoidable Absences

Planned absences that the parent is aware of and approves, but which are difficult for the administration to approve, are classified as avoidable. Class work missed from an avoidable absence can be made up provided:

1. It was cleared ahead of time by the administration.
Leaving a message on the school's voice mail

does not meet this requirement.

2. That the student completes missed work to the satisfaction of each teacher.
3. That, while the student is absent, they are in the company of their parent or guardian.
4. The student must have a B average, a good attendance record and classroom history.

Avoidable absences that have not been cleared in advance will be classified as unexcused. Students with an avoidable absence will not receive any attendance incentives, including final exam exemption.

D. Unexcused Absences

Any absence, which does not meet the criteria for excused, authorized, or avoidable, will be classified as an unexcused absence. In the event an absence is classified as unexcused:

1. The student must make up all mandatory work before the awarding of credit can be considered. Work not made up will result in zero credit for that assignment or test.
2. The student will be allowed to make up all tests and assignments at 59% of the original face value of the test or assignment.

Students who are unexcused for 5% of the previous 180 school attendance days will be referred to the Truancy Officer at the Regional Office of Education.

E. 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.

ATTENDANCE INCENTIVES

Keeping in mind that classroom attendance is a top priority at NCHS; every attempt should be made to attend daily. Students must meet the guidelines each quarter in order to maintain this incentive. All students will start earning this incentive during their 1st quarter of attendance. Students will have the opportunity to earn this incentive by meeting the following expectations.

1. Freshmen and Sophomores-

All freshmen and sophomores remain on campus during lunch; however, students earning the incentive will be granted off-campus lunch on Fridays.

- Student does not have a grade below a 70%.
- Student has no unexcused absences.

- Student cannot miss more than 15 total class periods in any one class.
- Student has no suspensions and no more than 3 behavior referrals.

2. Juniors and Seniors-

All juniors and seniors will have the opportunity to exempt 2 exams by meeting the following expectations.

- Student must be earning at least an 80% in the class he/she wants to exempt. The student must not have an F in any class.
- Student must have a 2.0 GPA overall for that semester.
- Only 2 exemptions per semester may be used.
- Student may not have any unexcused absences for the semester.
- Student cannot miss more than 15 total class periods for the exam they wish to exempt.
- Student may not have any suspensions for the semester.
- Student has 2 or fewer tardies to the class he/she wants to exempt.

*A parent or school administrator can revoke this privilege at any time.

***Dual credit courses with Kaskaskia College require a final exam; therefore, the exemption cannot be used in dual credit courses.**

PERFECT ATTENDANCE

To be eligible for the Perfect Attendance Award, a student must be present in every class, every day. Students who are absent for any reason other than school-related activities will NOT be eligible for the Perfect Attendance Award.

EXTENDED ABSENTEEISM

On a timely basis parents will be notified when a student is not in attendance. Parents will also be notified when a student has been absent too frequently. State law requires that parents be responsible for their child's school attendance. The only exceptions are school-sponsored field trips, approved college days, absence due to an athletic contest, and any days a student spends in a licensed health care facility.

REQUEST FOR HOMEWORK

Should a student be absent for two or more days, they may request homework assignments by telephoning the Main Office by 8:30 a.m. Homework requested by 8:30 a.m. will be ready for pickup between 3:00 and 3:30 p.m. that day in the Main Office. If a request for homework has been made and the student continues to be absent for another two or more days, the student's completed homework from the prior request needs to be returned before another request for homework can be made. If a student is absent for only one day, the student should check with his or her teachers when he or she returns.

LEAVING THE GROUNDS

When it becomes necessary to leave the grounds during the school day, students must have an "off grounds" permit. Students are not allowed to leave campus once they have arrived to school each morning. This includes all students riding buses. This type of absence must be cleared in the office prior to the beginning of school. Students who become ill at school and need to go home must report to the school nurse for an off grounds permit. **This includes juniors and seniors who may be off campus during lunch.** Students that leave the school grounds without permission will be receiving an unexcused absence and will be subject to disciplinary measures.

DRUG/ALCOHOL REPORTING

Nashville Community High School works in close cooperation with the office of the Washington County State's Attorney in coordinating and sharing information regarding student infractions that involve the unlawful use of any alcohol or other drug forms. Students who are subject to civil authorities for unlawful use of drugs or alcohol may be referred to Nashville Community High School for counseling services.

DRUG/ALCOHOL COUNSELING SERVICES

Occasionally Nashville Community High School provides drug and alcohol counseling to referred students. Parents should be aware that this counseling

service is provided under the guidelines set forth in Section 3-501 of the Mental Health and Development Disabilities Code which allows "any minor 12 years of age or older may request and receive counseling services or psychotherapy on an outpatient basis". The consent of his/her parent, guardian or person "in loco parentis" shall not be necessary to authorize counseling. Please note that this provision does have a limit of five sessions, not to exceed 45 minutes per session.

CELL PHONE OR OTHER ELECTRONIC DEVICE USE

Using electronic signaling or cellular radio-telecommunication devices, unless authorized and approved by the Administration, is prohibited. Students bringing cell phones **or other electronic devices** to school must keep them turned off and out of sight. They may also turn them in to the main office at the beginning of the day to be kept for the student during classes. Students must have **devices** turned off and out of sight when they enter the building in the morning until the end of the school day. Students may use **the device** outside the building during lunch or in the office (with administration permission). Cell phone **or other electronic device** violations will result in disciplinary consequences as well as the **device** being confiscated and held in the office until a parent/guardian is able to pick it up in the main office, after 3:00 pm on the day of offense, at their convenience during normal school hours.

Sexting is strictly prohibited and may be subject to legal action in addition to disciplinary consequences at school.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

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

STUDENT DISCIPLINE POLICY

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or tobacco “look-alike” materials (including but not limited to e-cigarette products).
 2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
 3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid unless being administered in accordance with a physician’s or licensed practitioner’s prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
 - f. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
 5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic

- communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
 8. Inappropriate Public Display of Affection (PDA) is prohibited at Nashville Community High School. Students are to refrain from embracing, kissing, and other displays of affection which may be interpreted by others as undue familiarity and improper decorum in a school setting i.e. holding hands, grabbing, sitting on laps and arms around waists or shoulders. Students are subject to disciplinary action for inappropriate PDA at school, on field trips, and at other school related events.
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 12. Engaging in teen dating violence.
 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 14. Entering school property or a school facility without proper authorization.
 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 16. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
 17. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truant.
 18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
 19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
 21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her

duties or employment status or status as a student inside the school.

22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
4. Return of property or restitution for lost, stolen or damaged property.
5. In-school suspension.
6. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
7. Community service.
8. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds before, during or after school or attending school sponsored events.
9. Suspension of bus riding privileges, provided that appropriate procedures are followed.
10. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds before, during

or after school or attending school sponsored events.

11. Notifying juvenile authorities or other law enforcement whenever the conduct involves 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.
12. Notifying parents/guardians.
13. Temporary removal from the classroom.
14. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
15. Implementation of the NCHS Order to Cease and Desist Harassment.

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.

A student who is subject to a suspension in excess of 20 school days or an expulsion may be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of the School Code. Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look a-likes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger

students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF:

Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28,
5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6,
5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-

23.7, and 5/31-3.

23 Ill.Admin.Code §1.280.

CROSS REF.:

2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications), 8:30 (Visitors to and Conduct on School Property)

SUSPENSION BY THE SUPERINTENDENT AND REVIEW BY THE BOARD OF EDUCATION

- A. The Superintendent or the Principal may suspend pupils guilty of gross disobedience or misconduct for a period not to exceed ten (10) school days. Any such suspension shall be reported in writing immediately to parent(s) or legal guardian(s) of the student along with a statement of the reason for such suspension and notice of their right to a review of the suspension by the Board of Education, and a hearing officer appointed by the Board of Education. A copy of said notice shall be given to the School Board.
- B. Upon request of the student's parent(s) or legal guardian(s) for a review, the Board or hearing officer appointed by the Board shall conduct a hearing to review the suspension.
- C. In cases where there are no requests for a review of the suspension by the Board, no hearing shall be conducted. The Superintendent shall maintain the notification of suspension for examination by the Board.
- D. At a review of a suspension, the parent(s) or legal guardian(s) may appear with counsel if they desire, and discuss the suspension with the Board or its hearing officer with the right to produce relevant evidence against the student. If the Board appoints a hearing officer, said hearing officer shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or

upon receipt to the written report of its hearing officer, the Board may take such actions, as it finds appropriate.

- E. The Superintendent or the Principal may suspend bus riding privileges of students guilty of gross disobedience and misconduct on the school bus. In suspensions from riding the school bus, the procedures for notification of parent(s) or guardian(s), and the rights and process of review shall be as detailed in sub-section A through D of this section

Pre-Suspension Disciplinary Procedures

In all cases involving the suspension of any student, no student shall be removed from the school premises while school is in session until the following informal hearing procedures have been followed:

1. Prior to removal from school, the Superintendent, or the Principal shall provide the student with oral or written notice of the charges against him/her.
2. The student shall next be given an explanation of the evidence which school authorities have to substantiate the charges.
3. Following a review of the charges, the student shall be given the opportunity to explain her/his version of the facts in the case.
4. The student shall not have the right to cross-examine the witnesses against him/her or to retain counsel to represent him/her at such a pre-suspension hearing except as may be allowed in the discretion of the disciplinary official conducting the hearing.
5. Following the pre-suspension hearing, the disciplinary official may take such disciplinary action as is appropriate and in accordance with Board Policies.
6. The pre-suspension hearing may be conducted immediately following the occurrence of the alleged misconduct. However, no student shall be removed from the school premises until such a hearing has been conducted, provided that students whose presence pose a continuing danger to persons or property or an ongoing threat of disruption to the academic process may be immediately removed from school without a hearing. In cases of immediate removal from school without a hearing, the pre-suspension hearing procedures shall be followed as soon thereafter as reasonable and practical.

7.

EXPULSION BY THE BOARD OF EDUCATION

- A. Upon the recommendation of the Superintendent,

the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s) or legal guardian(s) of the student have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss the child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board or hearing officer appointed by it, at such meeting shall state the reasons for expulsion and the date on which the expulsion is to become effective. The student and parent(s) and/or guardian(s) will have an opportunity to produce such relevant evidence as they wish and to examine any witnesses or evidence produced against the student. Counsel may represent the student. If the Board appoints a hearing officer, said officer shall report to the Board a written summary of the evidence heard at the meeting and the Board may take such action thereon, as it finds appropriate.

- B. The Superintendent shall communicate to the parent(s) or legal guardian(s) by registered or certified mail the action of the Board.
- C. No student shall be removed from school by reason of any provision in this section until the Board has taken formal action to expel.

DISCIPLINE OF STUDENTS WITH DISABILITIES

A student with disabilities who violates student disciplinary rules and regulations shall be disciplined in accordance with the District's regular student disciplinary policies and procedures unless the behavior is a manifestation of the student's disability. The District shall proceed as follows:

1. The student is given all procedural protection required by the I.D.E.A. Section 504, Rehabilitation Act.
2. The student's Individualized Educational Program states behavioral conditions under which short-term suspension may not be invoked.
3. A hearing shall be held to determine whether the student's behavior is a manifestation of the student's disability.
4. If the hearing result is that the behavior is not the result of a manifestation of the student's disability, regular student disciplinary policies shall be followed.

5. All procedural safeguards required by P.L. 94-142 shall be observed.
6. Educational services shall continue through regular or alternative programs.

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

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

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.

DRESS AND APPEARANCE GUIDELINES

7:160 of District #99 School Board Policy states, "A Student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency."

NCHS students are expected to take pride in their appearance, and are responsible for using good judgement in selecting clothes for school. The following guidelines address this responsibility:

1. Students shall wear clothing that is safe, clean, and promotes good health. Street shoes are to be worn at all times.
2. Students shall not wear clothing with writing or symbols which:
 - A. suggest, promote or advertise drugs, alcohol, or tobacco products
 - B. are sexually explicit or suggestive
 - C. denigrate others
 - D. suggest or promote violent behavior.
3. Students' dress shall be modest and appropriate for a business setting in the Nashville community. The student must be clothed from the top of the shoulders to the mid thigh area (or longer) with no under garments showing and no holes in clothing covering this area. Headwear, non-prescription sunglasses, and tank tops are not acceptable attire in the building during school hours.

4. All tops shall be at least three inches in width at the shoulder and shall gather directly under the arm. Wallet chains (used for the purpose of securing a wallet) shall not exceed the total length of six (6) inches. Wallet chains longer than six (6) inches shall be construed as potentially dangerous to others and are prohibited.

SCHOOL TRANSPORTATION TO EXTRA CURRICULAR ACTIVITIES

Students participating in extra curricular activities are expected to ride school-furnished transportation to and from all contests.

Exceptions to this rule would allow a parent or guardian to secure approval from the coach or supervisor in charge along with completing a travel release form supplied by the school.

In extreme cases, and only with prior approval from the administration, should a child be allowed to ride home with someone other than their parent or guardian.

CLASSROOM DISHONESTY

Academic cheating of any kind is offensive to the entire student body and short-changes the learning process for the one who commits it.

Plagiarism and/or cheating on **any assessment**, either by copying another student's work or by using illegal notes, or the use of or the opportunity to use any materials or electronic device that is prohibited during any assessment will result in a failing grade on that particular assessment. Any student proven to be involved in the theft of a test, answer sheet, or another student's work will be subject to suspension and a failing grade on that particular assignment.

LOITERING

Students are not allowed to loiter on school grounds or any property that is contiguous to school grounds before school, lunchtime, or after school. Those who drive to school are required to exit their automobile immediately upon arrival and proceed directly to non-restricted areas within the school building. Failure to comply with this policy can result in suspension of off grounds privileges and/or campus driving privileges.

PREVENTING BULLYING, INTIMIDATION AND HARRASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. According to Board Policy 7:180, bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, immigration status, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.

2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-Bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselor, school social workers, school counselors, school psychologist, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual

violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of *bullying* as provided in this policy
2. Fully implements and enforces each of the following Board policies

a. 7:20, *Harassment of Students Prohibited.*

This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.

b. 7:190, *Student Discipline.* This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.

c. 7:310, *Restrictions on Publications.* This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

d. 6:235, *Access to Electronic Networks.* This policy states that the use of the District's electronic networks is limited to: (1)

support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

3. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
4. Includes character education in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
5. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to

report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Managers

Mark Begando, Principal
1300 S Mill St, Nashville, IL 62263
mbegando@nashville-k12.org
618-327-8286, ext. 202

Tesha Maschhoff, Director of Guidance
1300 S Mill St, Nashville, IL 62263
tmachho@nashville-k12.org
618-327-8286, ext. 250

7. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
8. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet

with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation and the actions taken to address the reported incident of bullying.

9. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
10. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
11. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
12. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
13. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
14. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, posted where other policies, rules, and standards of conduct are currently posted explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees

when hired.

15. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

16. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

Bullying is contrary to State law and the policy of this District. This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

(Board Policy 7:180)

Access to Student Social Networking Passwords & Websites

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

Title IX Sexual Harassment

2:265 Title IX Sexual Harassment Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual

harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by,

at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:

Brad Turner
1300 S. Mill Street
Nashville, IL 62263
bturner@nashville-k12.org
618-327-8286

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the

report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.

1. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
2. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
3. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
4. Include reasonably prompt timeframes for conclusion of the grievance process.
5. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
6. Base all decisions upon the *preponderance of evidence* standard.
7. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
8. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
9. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the

conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

20 U.S.C. §1681 *et seq.*, Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct, and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

Adopted: November 17, 2020

TIME OUT AND RESTRAINT

1. Required Component:

Provide details of a plan to support a vision for cultural change that reinforces the following:

- A) Explain how the entity plans to adopt and utilize positive behavioral interventions and support rather than physical restraint, time out and isolated time out;
- B) Identify effective ways/best practices to de-escalate situations to avoid physical restraints, time out and isolated time out;
- C) Describe how the entity will utilize crisis intervention techniques as an alternative to physical restraint, time out and isolated time out;
- D) Describe the entity's plan to utilize debriefing meetings to reassess what occurred and why it occurred and to think through ways to prevent use of intervention the next time.

1. Action Item:

A) All students will be made aware of the district policy regarding how to behave in the school environment. These rules will be set forth on the basis of the district handbook and each classroom teacher. Routines will be established and consistency will be maintained. All expectations will be posted throughout the building and within each classroom. Rules regarding the entire school and each individual classroom will be read and signed by each parent in the school. Teachers will use effective praise, positive behavior supports, proximity to the students and the specifically designed sensory room as supports. Other individual strategies maybe used to promote positive behavior.

B) Non-violent Crisis Interventions provide students with a safe, non-harmful behavior management system designed to give the best possible care, welfare, safety and security for individuals who are experiencing a crisis event. It is important to focus on nonverbal interventions, verbal interventions and reestablishment of a relationship using closure and debriefing practices.

C) Stakeholders will utilize the professional development provided to them to identify and recognize levels of crisis behaviors and how to respond to those triggers. Faculty members will also learn to manage their own behaviors in crisis situations, learn nonverbal communication skills, develop limit-setting strategies and other verbal interventions and de-escalation skills. It will be important to keep all stakeholders safe and minimize traumatic events and to understand the professional and legal considerations of interventions. The upmost importance of de-escalation is maintaining the relationships that were established before the crisis situation.

D) After each incident of restraint, time out, or isolated time out, a parent will be offered the

opportunity for a meeting to discuss the incident and review how to handle events in the future.

1. Steps to Complete the Action:

Develop a series of trainings that meets the needs of our staff and students, including the following:

- A) KSED professional development
- B) School-wide training
- C) Yearly CPI trainings will be conducted.

1. Timeline:

School Years 2022-2023; 2023-2024; 2024-2025

1. Responsible Party:

Administrators
Professional Development Coordinator
RTO Oversight Team

2. Required Component:

Include action steps that describe procedures to ensure that appropriate school personnel are fully informed of the student's history, including any history of physical or sexual abuse, and other relevant medical mental health information. Such disclosures of student information must be consistent with federal and state confidentiality and privacy rights.

2. Action Item:

Nashville Community High School District #99-, as part of the evaluation, implementation, problem-solving, and debriefing processes, data will be collected and include relevant information relating to the students' individual situation, history, background, experiences, and other relevant events and factors to the team of professionals within the guidelines and limitations of state and federal confidentiality and privacy laws.

2. Steps to Complete the Action:

Ensure that the team members involved with a student is provided the necessary student information as allowable under the law by including them in the planning meetings, as appropriate.

2. Timeline:

School Years 2022-2023; 2023-2024; 2024-2025
Annually and/or at each student's team meeting

2. Responsible Party

RTO Oversight Team

Individuals that work with the specific student

3. Required Component:

Identify steps to develop individualized plans as required by PA102-0339. Plans should be separate and apart from a student IEP or 504 Plan.

3. Action Item:

For general education students, we will utilize the same techniques we utilize when we develop a child's functional behavioral assessment and intervention plan. We will evaluate to see what function the behavior serves for the individual student and then develop some interventions to use with the child to help them learn an alternate, more appropriate behavior. For IEP and 504 students, to the extent permitted by the IDEA or Section 504, we will use the same process, however that process may involve the IEP or 504 team to remain compliant with federal law.

3. Steps to Complete the Action:

A plan will be developed on an individual basis for each student in need

3. Timeline

School Years 2022-2023; 2023-2024; 2024-2025

3. Responsible Party:

Oversight team for each individual student

4. Required Component:

Describe how the information will be made available to parents for review

4. Action Item:

Our plan will be posted on our district's website as well as information regarding the use of physical restraint, time out and isolated time out will be in the student handbook.

4. Steps to Complete the Action:

Post plan on website and add to current year handbook

4. Timeline

School Years 2022-2023; 2023-2024; 2024-2025

4. Responsible Party:

Administrators

Website Coordinator

Handbook Committee

5. Required Component:

Describe a modification process (as necessary) to satisfy aforementioned goals

5. Action Item:

Training/professional development will be delivered to stakeholders as the needs arise. The oversight team will review the plan on an annual basis and determine any changes needed.

5. Step to Complete the Action:

Professional Development Needs Determined and annual review of plan

5. Timeline

School Years 2022-2023; 2023-2024; 2024-2025

5. Responsible Party:

The oversight team will determine what professional development is needed to ensure staff have the necessary tools to reach the district's goal.

STUDENT PLANNERS

At the beginning of school each student receives a NCHS Student Planner. The Planner is an organizational tool for students. It contains important school dates, times, and schedules as well as a calendar to record assignments, due dates, etc. It also contains tips on time management, study strategies, test taking strategies and subject related information. In addition, there is a section in the back of the Planner that is to be used as a hall pass. NCHS students are required to take their Planner to all classes. If a student needs to leave the classroom for any reason, he/she must have the teacher sign and date the hall pass section of their Planner. Students needing a hall pass without their Planner will be issued a tardy. Students who lose their planner may purchase one from the office for \$5 while supplies last.

TARDINESS

Students who are late to their assigned place must have their planner signed by a staff member, a white pass (from the office) or a yellow tardy pass. Any student who does not have a pass should be sent to the office. Each tardy will be noted on student records in the office.

Students will be allowed one unexcused tardy without penalty during a semester. Note: Late unexcused arrivals to school beyond 10 minutes of class time will be an unexcused absence with consequences. All succeeding tardiness will result in the following consequences:

2nd Tardy = One Detention

3rd Tardy = Two Detentions and parents contacted

4th Tardy = Four Detentions

5th Tardy = Five Detentions and parents contacted

6th Tardy = Alternative Education Placement (AEP), as well as restricted lunch for 1 week

7th Tardy = AEP and lunch restriction for 2 weeks.

8th Tardy = AEP and lunch restriction for 4 weeks.

9th Tardy = AEP and closed campus (Semester)

Commencing with the eleventh tardy students will be suspended from school for one day for each tardy thereafter. If the problem is not resolved or if the student fails to conform to the restrictions more serious consequences will be considered.

STUDENTS USE OF AUTOMOBILES

Driving a vehicle to school is a privilege and should be treated as such. NCHS is committed to maintaining a safe and orderly environment for all students and reserves the right to revoke this privilege. Student vehicles driven to school are subject to all school rules, including search and seizure. Parking is limited to the southeast (Blue) and north (Red) reserved lots and designated areas of Holzhauser Drive. Any student who chooses to drive to school must park in these areas. Students are not allowed to park anywhere "off grounds". Reckless driving will not be tolerated.

Due to the intense volume of traffic during the lunch hours, only juniors and seniors will be allowed to operate motorized vehicles at lunchtime. Sophomores earning the off-campus incentive and having a valid driver's license will be allowed to drive on Fridays.

Should any parent, regardless of the age of the student, be opposed to their son or daughter driving to and

from school or at lunchtime, please contact the school immediately.

Should the police find a student in violation of a traffic law during the school day, they have the prerogative of notifying the high school Principal or Superintendent. At this time, it will be determined if the school should administer further disciplinary measures.

STUDENT PARKING

Reserved parking is available to NCHS students for a \$20.00 annual fee (\$10.00 for 2nd semester) and proof of a current valid driver's license, current insurance, and license plate number. It is recommended that students purchase a reserved parking spot to guarantee a parking place. Reserved parking lots are marked and spots are numbers. Students will be issued parking placards to be displayed on the rearview mirror of the vehicle facing outward. The placards identify the student's respective reserved lot as well as their parking spot. Parking permits will be purchased on Parking Pass Day through the office on the Thursday, following registration. Additional student parking is available on a limited basis on Holzhauser Drive, Community Avenue, and Student Drive.

BUS RULES AND PROCEDURES

Bus drivers are responsible for the lives and safety of all passengers on their buses and will not be required to transport any individual who is a disciplinary problem. If a student's behavior is not acceptable, the privilege of riding the bus will be withdrawn and it becomes the responsibility of the parent to transport the student. School bus riders, while in transit, are under the jurisdiction of the school bus driver, unless the local school board of education designates another adult to supervise the riders. Student expectations for riding the school bus are (but not limited to):

1. Be on time at the designated school bus stop. Help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Students should follow directions of the school bus driver the first time they are given.
5. Students are not allowed to eat or drink while riding the bus for safety reasons.

6. Do not leave your seat, stand up or kneel in your seat while the bus is in motion.
7. Be courteous to fellow students and the bus driver.
8. Help to look after the safety and comfort of smaller students.
9. Students should be discouraged from using cell phones and electronic devices while riding the school bus.
10. Be absolutely quiet when approaching a railroad crossing.
11. Remain in the bus in the event of a road emergency until instructions are given by the driver.
12. Keep your hands and arms inside the bus at all times. Never throw things out the windows. Students are not allowed to lower windows with the bus driver's permission.
13. Keep books, packages, coats and all other objects out of the aisles. Do not throw trash on the floor. Assist in keeping the bus clean.
14. Never tamper with the bus or any of the bus's equipment.
15. Avoid loud talking, laughing, or unnecessary confusion, which can divert the driver's attention and result in a serious accident.
16. Profanity will not be tolerated.
17. No smoking or vaping is permitted on the bus by the student or by the driver.
18. No additional bus stops are permitted. Do not ask the bus driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization from a school office.
19. Students may request to ride an alternate bus. This request must be made in advance to the school office. Written or phone verification from a parent/guardian is required.

Students are expected to follow all school rules 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.

VIDEO SAFETY CAMERAS

The Board of Education authorizes the use of school law enforcement units to monitor the activities of individuals in school district facilities and on school district property, with the exception of locker rooms, washrooms, and dressing areas.

All school facilities with school law enforcement units will display a warning sign at the main entrance that indicates that video surveillance can occur in that facility to provide for security of school facilities and school district property, to promote student safety, and to encourage proper student behavior.

The supervision and control of all law enforcement units will be the responsibility of the building Principal and Superintendent.

Information recorded is considered to be for official use only. Members of the Board of Education, the Superintendent, Principal, and other appropriate personnel designated by the Superintendent are authorized to view all recordings made in school facilities and on school district property for the purposes set for above. The Superintendent or designee may authorize the administrators named above to show relevant portions of the recordings to students or groups of students, their parents or guardians and groups of parents or guardians. The recordings may not be used for general showings to other individuals or groups and may not be given to the media. However, with permission of the Superintendent, the recordings may be made available to law enforcement officials for use in accordance with this policy.

EMERGENCY PROCEDURES

Evacuation

It is necessary to have a plan of evacuation in emergencies. If you hear the fire bell or an office directive, stay in the group you are with and proceed to the nearest exit. Each instructor will take the group to a safe distance away from the building and check roll. Stay out of areas emergency equipment might use. Students that might be in the halls or restrooms when a signal sounds should leave the building at the nearest, safe exit and report to the nearest teacher or staff member so a complete roll check can be made. Never re-enter the building until you are told to do so.

Lockdown

In the event that it is deemed necessary to “lock down” the building, all students and staff are to report to the nearest classroom, lock all doors, and congregate away from doors and windows. Staff members are to take attendance and wait for additional directives from office. Anyone who is not in the building, but is aware that we are in a lockdown status, should report to a pre-designated location.

Severe Weather

In general, during a severe weather warning students should be seated on the floor with their backs to the corridor walls or glass areas. Coats and jackets could be used to cover heads, arms and legs so as to reduce the number of injuries from flying missiles of glass and other debris.

Students should stay in their assigned areas and listen for instructions from the office and their supervising teacher. Under no circumstances should a student leave the building until so directed by authorized personnel.

Automated External Defibrillators (AED)

Automated External Defibrillators (AED) are located across from the main office, in the hallway in front of Assembly Hall and during outdoor Fall and Spring sports seasons, there is one located in the concession stand interior hallway on the east end of the football field and track complex. During Winter sports season, this AED is located in the North Gym Lobby. An Emergency Response Plan regarding AED use is in place.

Trauma Kits

Stocked trauma kits for care of emergency injuries are located in the Nurse’s Office, Ag Shop, Girl’s PE Locker room, Assembly Hall PE Storage Closet, and

Media Center.

ASBESTOS MANAGEMENT PLAN AVAILABILITY

Asbestos containing building materials (ACBM) are present at Nashville Community High School District #99. In accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA), an accredited asbestos inspector and management planner have completed a review of the locations, quantities and friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos fibers. Copies of the asbestos management plan for Nashville Community High School District #99, which includes the inspection report, are located in the main office at school. The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability and a copy of the form, “Request for Inspection of Management Plan”, will be provided upon request.

PESTICIDE NOTIFICATION

Nashville Community High School practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides.

NCHS is establishing a voluntary registry of people who wish to be notified prior to airborne pesticide applications. By adding your name to this list, you are asking to be notified two days before an airborne pesticide application is used inside the building and notified four days before lawn care products are used. In the event of an emergency where airborne pesticides must be used immediately, we will notify you as soon as possible. Please contact the principal if you desire to be placed on this registry.

SEX EDUCATION

No student is required to take or participate in this class or in any class or course on AIDS, family life instruction, or sex abuse if his or her parent(s) or guardian(s) submit written objection. There is no penalty for refusing to take or participate in such a course or program.

The instructional material and course outline for these

classes or courses are available from the classroom teacher for your inspection. Please contact the building Principal if you want to examine the instructional materials.

cleanliness, missing school property, evidence of vandalism, and special searches for contraband. Lockers are the property of the school and all school rules shall apply.

SCHOOL DANCES

It is incumbent of Nashville Community High School to provide a safe and orderly environment for its students at extra-curricular functions. School dances are included in this category.

School dances will be held in the north gym. In order for a student to be eligible to attend, all school fees must be paid.

Once students enter the gym lobby they must remain inside. If the student or guest leaves the building without expressed permission from a sponsor or administrator, they will not be readmitted.

Each eligible NCHS student is allowed to bring one date, with students that attend grade school being an exception. Students who wish to bring a guest that does not attend NCHS must complete a Guest Permission Form and turn it in by the deadline established by the administration prior to the dance. Guest Permission Forms are available in the main office. Those who do not attend Nashville Community High School are subject to the scrutiny of the high school administration. Anyone deemed to not be in good standing in his or her respective schools or communities will not be admitted.

Guests of NCHS students will be expected to abide by our school rules while they attend NCHS functions.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

LOCKERS

Each student is assigned a hall locker and they are to use only the locker that is assigned to them. It is the responsibility of the student to provide a lock to secure their personal property. Do not keep valuables in an unlocked locker. **All students are expected to keep their lockers clean and will be required to clean their lockers thoroughly at the end of each school year. Students are not allowed to use adhesives, such as tape or glue, on their lockers.** Students using a personal lock MUST turn in the combination to the main office. Please be advised that school lockers are subject to periodic inspections for

REGULAR BELL SCHEDULE

3:03 P.M. Dismissal

Period 1	8:10 - 9:02
Period 2	9:06 - 9:56
Period 3	10:00 - 10:50
Period 4	10:54 - 11:44
Period 5A	11:48 - 12:38
Lunch A	11:44 - 12:19
Period 5B	12:23 - 1:13
Lunch B	12:38 - 1:13
Period 6	1:17 - 2:09
Period 7	2:13 - 3:03

"BEST" DAY BELL SCHEDULE

Study Period	8:00 – 9:00
Period 1	9:10 - 9:52
Period 2	9:56 - 10:38
Period 3	10:42 - 11:24
Period 4	11:28 - 12:10
Period 5A	12:14 - 12:56
Lunch A	12:10 - 12:45
Period 5B	12:49 - 1:31
Lunch B	12:03 - 1:31
Period 6	1:35 - 2:17
Period 7	2:21 - 3:03

EXAM DAY BELL SCHEDULE

1st Semester Day 1

Period 1	8:10 – 8:47
Period 1 Exam	8:51 – 10:31
Period 2	10:35 – 11:10
Period 3	11:14 – 11:49
Period 4	11:53 – 12:28
Period 5A	12:32 – 1:07
Lunch A	12:28 – 1:03
Period 5B	1:07 – 1:42
Lunch B	1:07 – 1:42
Period 6	1:46 – 2:23
Period 7	2:27 - 3:03

1st Semester Day 2	
Tutorial/Breakfast	8:00 – 9:00
Period 2 Exam	9:10 – 10:50
Break	
Period 3 Exam	11:00 - 12:40
Lunch	12:40 – 1:19
Period 4 Exam	1:23 – 3:03

1st Semester Day 3	
Tutorial/Breakfast	8:00 – 9:00
Period 5 Exam	9:10 – 10:50
Break	
Period 6 Exam	11:00 - 12:40
Lunch	12:40 – 1:19
Period 7 Exam	1:23 – 3:03

2nd Semester Day 1	
Tutorial/Breakfast	8:00 – 9:00
Period 1 Exam	9:10 – 10:50
Break	
Period 2 Exam	11:00 – 12:40
Lunch	12:40 – 1:19
Period 3 Exam	1:23 – 3:03

2nd Semester Day 2	
Tutorial/Breakfast	8:00 – 9:00
Period 4 Exam	9:10 – 10:50
Break	
Period 5 Exam	11:00 – 12:40
Lunch	12:40 – 1:19
Period 6 Exam	1:23 – 3:03

2nd Semester Day 3	
Tutorial/Breakfast	8:00 – 9:00
Period 7 Exam	9:10 – 10:50
Chromebook return	10:50 – 11:30

SCHOOL NURSE

The school nurse is the chief health officer of the school district. In addition to working in concert with the guidance office on student counseling, the nurse will be the custodian of all health records and the designated administrator of all medications. Absolutely no prescription or non-prescription medicines of any kind should be brought to school without the knowledge of the school nurse. Students are not allowed to store medications in their locker, purse, wallet, or pockets during school hours. See Student Discipline Policy, Prohibited Student conduct (3)

HEARING AND VISION SCREENINGS

The School Nurse or other certified technician performs hearing and vision screenings per recommended guidelines by ISBE. Screenings are for all 9th graders, students with individual educational plans, transfer students, and teacher/parent referral. Parents are informed of failed screenings and recommended follow-up instructions.

ADMINISTRATION OF MEDICATION

The purpose of administering medications in school is to help each child maintain an optimal state of health that may enhance his/her educational opportunities. The medications shall be those required during school hours that are necessary to provide that student access to the educational program.

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication ¹

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from

a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration of medications for those children who require them.

GUIDELINES FOR MEDICATION TAKEN AT SCHOOL

1. A medication authorization form needs to be completed by your child's physician and signed by the parent.
2. The medication must be brought to school in the original container labeled by the pharmacy or physician.
3. Enough medication for the week and/or month should be brought to school.

¹ Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. For further information, see: www.iasb.com/law/diabmats.cfm, Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook Procedure 1.130-E1 (Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities).

Students may carry and self-administer asthma medication and/or Epi-pen if a Parent Agreement form and a Physician form are completed.

All medication, unless specified above, is to be kept in the nurse's office. If the nurse is not available, a designated individual from Nashville Community High School will dispense the medication.

School Code 105 ILCS 5/22-30 authorizes schools to stock and administer undesignated emergency medications. In the event a person is thought to be having respiratory distress, stock asthma medication may be administered. In the event a person is thought to experience a severe allergic reaction, epinephrine may be administered. In the event an individual is suspected of have an overdose of opioids, an opioid-antagonist may be administered.

ILLNESS

To promote a healthy atmosphere and prevent the spread of infection at our school, any student with acute illness involving vomiting or fever of greater than 100° should be kept home for a minimum of 24 hours after the last episode of that illness without the use of medication to prevent those symptoms.

Students who become ill with fever above 100.0° or who have vomited due to illness while at school will be sent home immediately.

Students who are ill, do not have fever, and are on antibiotics for minimum of 24 hours may come to school. However, the symptoms of the illness (spastic cough, severe headache, nausea, etc.) may make it difficult for the student to participate in classroom learning and may disrupt the learning atmosphere for other students. Please take this into consideration before allowing your student return to school.

Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

GIFTED/TALENTED PROGRAM

Students who are identified as gifted/talented may participate in independent studies and/or special problem solving activities in their regular classes, including Honors English classes. Students are identified as gifted/talented based upon standardized test scores, grade point averages, and teacher

recommendations. Even though the identification process begins in the spring of each school year, it is an ongoing process. A list of gifted/talented students, along with the descriptions of the identification and appeal processes, is kept on file at the high school.

TITLE I - ACADEMIC SUPPORT SERVICES

NCHS offers Title I academic support services to eligible students in accordance with Federal guidelines.

In general, this program is offered to those students having some or all of the following characteristics.

1. Low standardized test scores in Basic Skills areas (Math, Language Arts, Reading, Social Studies).
2. Difficulty passing regular academic subjects.
3. Referral by classroom teachers for Title I services.
4. Recommendation for placement by Guidance Department.

Services Offered

Academic Enrichment - 9th through 12th grades. The primary objectives of this program are to improve Title I students' basic skills and self-confidence, so that they can become more independent and successful in regular academic subjects.

Involvement and support of parents is strongly encouraged and vital to the success of Title I students at NCHS.

Parents Right to Know

Nashville Community High School would like to advise the parents of students receiving Title I services that they may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualifications and licensing criteria for the subject areas in which the teacher provides instruction and /or tutoring services.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher/tutor 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 will be provided to parents upon request in a timely manner. This information is to be

collected and disseminated in a manner that protects the privacy of the individuals.

ANNUAL SCHOOL REPORT CARD

Nashville Community High School shall prepare a report card that describes the performance of its students and the district's use of financial resources. This report shall be presented at a regular school board meeting, posted on the school district's Internet web site at www.Nashville-k12.org. The School Report card is also available to the Nashville News, and, upon request, sent home to parents. Parents may request such a copy by calling Nashville Community High School at 327-8286.

2023-2024 FEE STRUCTURE

Registration (book rental & technology)

\$95.00 per year

Activity Fee **\$25.00 per year (Participate in one extracurricular organization)**

\$50.00 per year (Participate in two or more extracurricular organizations)

*P.E. Uniforms \$20.00 (shirt and short)

<u>School Lunches</u>	- Daily Lunch	3.50
	- Adult Lunch	3.75
	- Extra Milk	.50

Class Fees: (Charged for Consumable Supplies)

Accounting I	\$	25.00
Accounting II	\$	25.00
Activities for Daily Living	\$	5.00
Ag I – Agriculture & Leadership	\$	25.00
Ag II - Ag Science	\$	25.00
Ag III - Ag Mechanics & Technology	\$	50.00
Ag. IV - Ag Business Management	\$	25.00
Anatomy and Physiology	\$	20.00
Art I, II, III & IV	\$	30.00
Athletic PE/Life Fitness PE	\$	10.00
Band	\$	15.00
Biology I & II	\$	12.00
Chemistry I & II	\$	20.00
Chorus	\$	12.00
Civics	\$	5.00

Computer Concepts	\$ 15.00
Computer Maintenance	\$ 10.00
Drafting I – Mechanical	\$ 15.00
Drafting II - Architectural	\$ 15.00
Drivers Education Fee	\$ 100.00
Electronics – Advanced Digital	\$ 25.00
Electronics - Basic	\$ 20.00
Electronics – Basic Digital	\$ 20.00
Electronics –Fundamentals AC	\$ 25.00
Electronics – Fundamentals DC	\$ 25.00
English I/English AE	\$ 20.00
English II	\$ 10.00
English III	\$ 12.00
English III Honors	\$ 14.00
English IV –British Literature	\$ 18.00
Environmental Science	\$ 6.00
Formatting	\$ 17.50
Freshman Binder Fee	\$ 3.00
Horticulture A	\$ 20.00
Horticulture B	\$ 20.00
Intro to Drafting	\$ 15.00
Intro to Industry	\$ 25.00
Intro to Manufacturing - Metals	\$ 25.00
Intro to Manufacturing - Woods	\$ 40.00
Life/Earth Science	\$ 5.00
Manufacturing Systems	\$ 50.00
Math Classes (ALL)	\$ 5.00
Physical Science	\$ 5.00
Physics	\$ 15.00
Principles of Technology	\$ 50.00
Psychology II	\$ 2.00
Speech/Journalism	\$ 8.00
World Cultures/Geography	\$ 5.00
Yearbook	\$ 25.00

Advanced Mathematics - Graphing Calculators will be rented to students for \$10.00 per semester. Students will be required to provide batteries.

***NOTE:** These particular fees are subject to change. The amount shown is the current cost to the school district. New orders may result in a price increase.

WAIVER OF STUDENT FEES

Students whose parents are unable to afford student fees may receive a waiver of fees, including laboratory fees, textbook rental fees, and lock rental. However, these students are not exempt from charges for lost books and damaged books, locks, materials, supplies,

and equipment.

Applications shall be eligible for a waiver of a fee when at least one of the following prerequisites are met:

1. The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Temporary Assistance for Needy Families).
2. The student is currently eligible for Free or Reduced Price Meals pursuant to Ill. Rev. Stat., ch. 122, para. 712.1 et seq.

The Superintendent will also give consideration to additional factors such as:

1. Illness in the family.
2. Unusual expenses such as fire, flood, storm, damage, etc.
3. Seasonal unemployment.
4. Emergency situation.

The parent/legal guardian shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for fees assessed to each student.

The Superintendent will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. A denial of a fee waiver request may be appealed to the School Board by submitting the appeal in writing to the Superintendent or his/her designees within fourteen (14) days of the denial. If appealed, the Board will reconsider the decision to deny the fee waiver request, and will notify the parent/guardian in writing of its decision. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Superintendent or Principal.

STUDENT ENROLLMENT- ACCELERATED CLASSES

Enrollment in accelerated English courses offered at NCHS shall be open to students who meet the qualifying criteria as determined by the Superintendent in counsel with the departmental teaching staff. Eligibility criteria shall be based upon nationally formed achievement test scores and previous English grades.

A student who is invited by virtue of meeting the eligibility criteria to enroll may elect not to be enrolled if that decision is supported in writing by the parents or legal guardian of that student. If a student is not eligible by virtue of the expressed departmental criteria, the student shall not be allowed to enroll in an

accelerated class

ACADEMIC ELIGIBILITY FOR PARTICIPATION IN ATHLETIC AND EXTRA CURRICULAR ACTIVITIES

Each student participating in interscholastic athletics and/or school sponsored activities shall meet the following eligibility:

Interscholastic athletics and/or school sponsored activities shall be defined as any IHSA sanctioned interscholastic sport or any other activities sponsored or sanctioned by Nashville Community High School except co-curricular activities. Eligibility standards do apply to students enrolled in co-curricular activities. A co-curricular activity is defined as a school activity which requires enrollment in and successful progress in an academic course.

In addition to the requirements set forth above, to maintain eligibility, each student shall meet all relevant IHSA eligibility requirements. A student who is ineligible for a sport or activity may practice, but may not compete until declared eligible. A student who is ineligible for a non-athletic school sponsored activity may attend meetings, but may not participate in other functions of the activity (parties, dinners, trips, meets, contests, community activities), nor may the student receive any awards until the student is eligible.

Students with disabilities shall be subject to all eligibility requirements unless the student's Individualized Education Plan provides otherwise.

NCHS Extra-Curricular Policy

Rules & Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. For the purpose of this policy, the definition of "athletics" includes but is not limited to all competitive sports, extracurricular activities, cheerleading, flags, and dance. This Code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and participants of extra-curricular activities.

Participation in athletics is a privilege. The school and its representatives (coaches, athletic director, sponsors, and administrators, etc.) have complete

authority in matters related to all extra-curricular activities. Students are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this policy, the privilege to participate in extra-curricular activities may be revoked. Student participation including playing time, positions held, etc. is at the sole discretion of the Coach or sponsor.

IHSA

Eligibility for most athletics is also governed by the rules of the Illinois High School Association (IHSA). In a case of a conflict between IHSA and the Athletic Policy, the most stringent rule will be enforced.

ACADEMIC ELIGIBILITY

Weekly: Student athletes must pass five academic classes per week. This academic check is cumulative through the semester. It is NOT solely dependent upon the student's weekly work. Students who are ineligible for the week are ineligible to participate in interscholastic events for one week (Tuesday AM through Monday PM). Students whose academic load is less than five will be checked based upon four academic classes.

Semester: Student athletes must pass five academic classes per semester to be eligible for the next semester. Students who fail to pass five academic classes for a semester will be ineligible for the entire next semester (the exception is if a student attends an approved summer school between his or her second and first semester). Adjustments to this requirement are made for students whose academic load is less than five classes.

Students who are repeatedly ineligible for extra-curricular activities may be removed from the activity for the remainder of the school year.

ATTENDANCE AT SCHOOL

Students arriving to school later than the start of the student's 5th class period due to illness will not participate/attend after school activities/games that same day. Exceptions will require prior administrative approval.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

REQUIREMENTS FOR PARTICIPATION IN ATHLETIC ACTIVITIES

A student must meet all academic eligibility requirements and have the following fully executed

documents on file in the school office before being allowed to participate in any athletic activity:

1) A current physical issued by a licensed physician, an advanced practice nurse, or physician assistant.

2) A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.

3) Proof of medical insurance.

4) A signed Athletic Policy. By signing the policy, the student and parent agrees that the student shall not ingest or otherwise use any drugs on the IHSA's most current banned substance list and agrees to participate in IHSA's Performance Enhancing Substance Testing Policy. The student understands that he/she shall not ingest or possess alcohol, tobacco products, or any other illegal drugs.

5) Concussion baseline testing.

CODE OF CONDUCT

THIS CODE OF CONDUCT APPLIES TO ALL EXTRACURRICULAR AND ATHLETIC ACTIVITIES AND IS ENFORCED 365 DAYS PER YEAR 24 HOURS PER DAY.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

The student shall not:

1) Violate the school rules and District policies on student discipline including policies and procedures on student behavior;

2) Ingest/possess or otherwise use a beverage containing alcohol

3) Ingest/possess or otherwise use tobacco or nicotine in any form;

4) Ingest/possess or otherwise use buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia. For the purposes of this policy, any drug or medication not legally obtained by a valid prescription to the student who is ingesting/possessing the drug shall be deemed an "illegal substance";

5) Ingest/possess or otherwise use, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;

6) Attend a party or gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;

7) Act in an unsportsmanlike manner;

8) Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and reckless driving;

9) Haze or bully other students;

10) Violate the written rules for extracurricular or athletic activity;

11) Behave in a manner that is detrimental to the good of the group or school

12) Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;

13) Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1) Placing the student or students in reasonable fear of harm to the student's or student's person or property;

2) Causing a substantially detrimental effect on the student's physical or mental health

3) Substantially interfering with the student's academic performance or

4) Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include but is not limited to name calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening, or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

DUE PROCESS PROCEDURES

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1) The student should be advised of the disciplinary infraction with which he/she are being charged.

2) The student shall be entitled to a hearing before an appropriate administrator.

3) The student will be able to respond to any charges leveled against him/her.

4) The student may provide any additional information he/she wishes for the administrator to consider.

5) The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.

6) If the administrator finds, with input from the Athletic Director and Coach/Sponsor and after reviewing the evidence, that the violation occurred the administrator will impose sanctions on the student as follows:

a) Sanctions for violations, including those pertaining to drug and alcohol, will be based on the nature of the offense and the number of offenses, and may include suspension from all extra-curricular or athletic activities for one of the time periods described below. The administrator will issue a suspension for:

* A specified period of time or percentage of events, competitions, or practices;

* The remainder of the season or for the next season; or

* The remainder of the student's career.

* If the full suspension of games cannot be fulfilled during the current season, the student will not be allowed to participate in the subsequent season until the full suspension is served.

STUDENTS MUST UNDERSTAND THAT NASHVILLE COMMUNITY HIGH SCHOOL WILL NOT TOLERATE ITS ATHLETE'S INVOLVEMENT WITH ALCOHOL/DRUGS EITHER DIRECTLY (USING, POSSESSING) OR INDIRECTLY (BEING PRESENT AT A PARTY WHERE ALCOHOL/DRUGS ARE AVAILABLE).

STUDENTS WHO MAKE THE CHOICE TO INVOLVE THEMSELVES WITH DRUGS/ALCOHOL SHOULD REALIZE THEY ARE CHOOSING TO END THEIR ATHLETIC CAREER AT NCHS.

7) The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Superintendent.

MEDICAL RELEASE TO RETURN TO COMPETITION

When there is any question of student's medical fitness to practice or compete, staff or school officials may require the student to provide a release to participate, signed by a licensed medical doctor, before allowing the student to engage in further activity. In each instance when a student has been directed by a staff member or other school official to seek medical examination or treatment the student

shall provide a release to participate, signed by a licensed medical doctor, before allowing the student to engage in further activity. Students who have a medical exemption from Physical Education classes shall not participate in any athletic program of the school until a release to return to PE is on file.

CONCUSSIONS

Concussions are a serious matter. Students who participate in athletics shall be required to abide by concussion protocols developed by the school.

TEAM RULES

Coaches have the full authority to develop team rules, however, such rules shall not violate provisions of the Athletic Policy or other school-related policies. Coaches may dictate dress and grooming of team/activity members in an effort to show team unity. Prohibitions shall be limited to those which present health or safety concerns for the student or other participants or dress and grooming that disrupts the team image and/or violates school policy.

EQUIPMENT

Students shall be responsible for the care and maintenance of all equipment issued to them. Each student issued equipment shall return the equipment in good condition to the department within one week of completion of the season for which the equipment was issued, or within one week of the participation in the event for the season, whichever comes first. If a student fails to return equipment as required, or returns it in damaged condition, the student may be charged for replacement or repair. Students will not be issued equipment for any subsequent season/activity until all outstanding equipment has been returned or paid for. Additionally, disciplinary action may be taken against students who fail to return equipment.

TRAVEL

All students shall travel to extracurricular events and return home from extra-curricular events with the team on which the student competes by use of school approved means of transportation. A written waiver of this rule may be issued by staff or administrator upon written request of a student's parent/guardian but is subject to the coach's discretion. Parents requesting transportation by means other than school approved modes shall hold the school harmless in the event of accident or injury to the student as a result of the alternative transportation. Permission will not be granted by the school to allow any student to be transported by an individual who has not reached their 18th birthday. Oral requests shall not be honored and oral permissions shall not be valid.

DISCIPLINARY ACTION

Coaches and sponsors of athletics and activities shall have the authority to issue disciplinary consequences to students who violate team rules. Students may

appeal the disciplinary action to the Athletic Director and/or Principal.

PARENT'S ROLE

Parents are considered a valuable asset to assist students in achieving their goals. NCHS encourages parents to support all teams and activities. Parents are expected to set a positive tone. Parents shall not approach coaches or sponsors during or immediately after a game or activity. Parents who wish to discuss issues with coaches/sponsors should call the school at (618) 327-8286 to arrange for a mutually agreeable time to meet. Coaches are encouraged to meet with parents in the presence of the Athletic Director or Administrator. Parents who are disrespectful or antagonistic toward school staff may be banned from attending activities and/or their son/daughter may be removed from the team or activity.

IHSA ELIGIBILITY RULES

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You will lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules; please contact your principal/official representative.

Attendance

1. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
2. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
3. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
4. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

Scholastic Standing

Scholastic eligibility is checked in two ways:

Weekly: Student athletes must pass five academic classes per week. This academic check is cumulative through the semester; thus, is not solely dependent upon the student's weekly work. Students who are reported ineligible for the week are ineligible to participate in interscholastic events for one week (Tuesday AM through Monday PM). Students whose academic load is less than five will be checked based upon four academic classes.

Semester: Student athletes must pass five academic classes per semester to be eligible for the next semester. Students who fail to pass five academic classes for a semester will be ineligible for the entire next semester (the exception is if a student attends an approved summer school between his or her second and first semester). Adjustments to this requirement are made for students who academic load is less than five classes.

Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

1. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or
2. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
3. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed legal guardian; or
4. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
5. You attend the private/parochial high school which one or both of your parents attended; or
6. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

Transfer

1. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
2. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
- c. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - a. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;

- b. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
- c. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
- d. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
- e. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- d. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- e. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- f. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- g. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the

beginning of the sport season during which your twentieth (20th) birthday occurs.

Physical Examination

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Amateur Status

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
3. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.
4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

Recruiting of Athletes

1. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your

eligibility is in jeopardy.

2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
3. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which is not uniformly made available to all students who attend your school.
4. You may not receive an "athletic scholarship" or any other special benefit from your school, provided because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

School Team Sports Seasons

1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - a. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - b. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
2. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

Playing in Non-School Competition

1. During the time you are participating on a school team in a sport at your high school, you may

neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.

2. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
3. If you wish to participate in a competition sponsored and conducted by the National Governing Body or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
4. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
5. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

All-Star Participation

1. After you have completed your high school eligibility in the sport of football, basketball, or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided that the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
2. You are not restricted from participating in all-star competition in sports other than football, basketball, or volleyball, except that you may not do so during the school season for the sport.

Coaching Schools

1. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
2. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
3. You may attend a coaching school, camp or clinic during the summer (that period between the close

of school in the spring and the opening of school in the fall) within the following criteria:

- You may not attend a coaching school, camp or clinic for any sport after Sunday of Week No. 5 in the IHSA Standardized Calendar.
4. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

Misbehavior During Contests

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator, or both.
2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

The complete set of IHSA By-laws and Policies is available at www.ihsa.org.

SPORTSMANSHIP CODE

We welcome all visiting teams as our guests. We will accept all decisions of the officials. We do not utter abusive or irritating remarks or attempt to rattle an opposing player. We applaud opponents who make good plays or show good sportsmanship. We strive to win fairly without boasting and lose without excuses. We ask that all players and fans help us live up to this code...and MAY THE BEST TEAM WIN!

LOYALTY SONG

We're loyal to you Nashville High
With colors so true Nashville High
We'll back you to stand against the best in the land
For we know you have sand Nashville High
So stay with the ball Nashville High
We're backing you all Nashville High
Our team is our fame protector
On boys for we expect a victory from you Nashville High
Cha he cha ha cha rah rah rah
Go Hornets Go!
Cha he cha ha cha rah rah rah
Go Hornets Go!
H-O-R-N-E-T-S
Bring out the dear old flag of Yale blue and white
Bring on those guards and forwards fighting tonight
Like men of old on giants pledging reliance shouting defiance

Oske wa wa boon
 In the old halls that cherish our husky band
 For clean athletics and for victory we stand
 For unto you we pledge our hearts and hands
 Dear alma mater, Nashville High

NCAA REQUIREMENTS

Any student interested in participating in division I or II athletics must become familiar with the NCAA eligibility center and its requirements. Student athletes need to discuss their college participation plans with their counselor as early as their freshman year to ensure NCAA compliance. Student athletes should register with the eligibility center during their junior year.

Divisions I initial-eligibility requirements Core Courses

- NCAA Divisions I require 16 core courses.

DIVISION I 16 CORE COURSES

- 4 credits of English
- 3 credits of Math (Algebra I or higher)
- 2 credits of natural/physical science
- 1 credit of additional English, Mathematics or natural/physical science
- 2 credits of social science
- 4 credits of additional courses (from any area above or foreign language)

DIVISION I Qualifier Requirements

Athletics aid, practice and competition

16 Core Courses:

- Ten core courses completed before the start of seventh semester. Seven of the 10 must be in English, Math and Science locked in for core course GPA and cannot be retaken for grade improvement
- Earn a minimum 2.3 core course GPA
- Submit your final transcript with proof of graduation to the Eligibility Center

- Students who do not meet the 10 core course requirement may still be eligible to receive athletics aid and practice in the initial year of

enrollment by meeting the academic redshirt requirements

DIVISION I Academic Redshirt Requirements Athletics aid and practice (NO competition)

- Earn 16 NCAA approved core course credits in the right areas
- Earn a minimum 2.0 core course GPA
- Submit your final transcript with proof of graduation to the Eligibility Center

Test Scores

- In January 2023, NCAA Division I and II adopted legislation to remove standardized test scores from initial eligibility requirements.
- Check with the NCAA school you plan to attend regarding whether standardized test scores are necessary for admission or scholarship requirements.

Grade Point Average

- Be sure to look at this list of NCAA approved courses for NCHS. Only these courses will be used in the calculation of the core GPA for Division I and Division II.
 - English I
 - English I AE
 - English II
 - English III
 - English III - Honors
 - English IV - British Literature
 - English IV - World Literature
 - English IV - Honors
 - Speech
 - Journalism
 - Algebra IA (.66 credit)
 - Algebra IB (.34 credit)
 - Algebra I
 - Geometry
 - Algebra II
 - Algebra II CP
 - College Algebra
 - Trigonometry
 - Pre-calculus/Calculus
 - Physical Science
 - Life/Earth Science
 - Biology I
 - Environmental Science
 - Biology II

- Anatomy/Physiology
- Chemistry I
- Chemistry II
- Physics
- Intro to Social Science
- US History
- Honors Am History
- Civics
- Modern US History
- World Geography A
- World Geography B
- World Cultures A
- World Cultures B
- Economics
- Psychology I
- Psychology II
- Spanish I
- Spanish II
- Spanish III

Divisions II initial-eligibility requirements Core Courses

- NCAA Divisions II require 16 core courses.

DIVISION II 16 CORE-COURSES

- 3 credits of English
- 2 credits of Math (Algebra I or higher)
- 2 credits of natural/physical science
- 3 credits of additional English, Mathematics or natural/physical science
- 2 credits of social science
- 4 credits of additional courses (from any area above or foreign language)

Test Scores

- See information above under Test Scores

Grade Point Average

- See information above under Grade Point Average

DIVISION II Qualifier Requirements

Athletics aid, practice and competition 1st year

- Earn 16 NCAA approved core course credits in the right areas
- Earn a minimum 2.2 core course GPA
- Submit your final transcript with proof of graduation to the Eligibility Center

DIVISION II Partial Qualifier

Athletic aid and practices (NO competitions)

- If you have not met all of the Division II academic standards, you will be deemed a partial qualifier

YOUTH SERVICES

ALTERNATIVE EDUCATION PROGRAM –
618-532-8465

Serving young adults ages 14 to 21 that have difficulties with their environment, also GED program and tutoring services

BCMw - Nashville site 618-327-8476 Centralia site
618-532-7388 emergency assistance

CARITAS FAMILY SOLUTIONS – 618-244-0344
marriage & family counseling, foster care, adoption,
crisis pregnancy services

CHILDREN'S HOME & AID SOCIETY OF
ILLINOIS - 1-800-467-9200
crisis intervention, youth services, family
counseling, day care, adoption, foster care

DEPARTMENT OF CHILDREN & FAMILY
SERVICES – 618-594-4541 child welfare, child
protective services, working with families of
children under 18. To report child abuse or neglect
(Hotline) 1-800-252-2873.

FIRST STEP- COMMUNITY LINK 618-526-8800
Offers early intervention to children ages birth
through two who are or may be at risk for
experiencing delays.

HEAD START (BCMw) 618-532-4890 Home or
center-based programming to eligible children ages
3 to 5.

HOYLETON EDUCATION CENTER- 618-493-9019

HOYLETON YOUTH & FAMILY SERVICES
618-493-7382 Long term residential treatment
program for youth with emotional & behavioral
difficulties.

KASKASKIA SPECIAL EDUCATION DISTRICT
618-532-4721 Special education services for
children 3 – 21 services provided through the local
school district.

PRE SCHOOL EVEN START (Regional Supt. of
Schools) 618-548-3885 Contact your local school
district. Offers home or center-based programming
for preschoolers at risk of having academic
difficulty upon entering school. Parent training also
provided.

REGIONAL SUPERINTENDENT OF SCHOOLS –
618-594-2432 OR 618-244-8040

UNIVERSITY OF ILLINOIS EXTENTION – 618-
327-8881 educational programming in youth
development, home economics, family &
community resources development

Vocational

CLIENT ASSISTANCE PROGRAM 800-641-3929
Services to persons with disabilities

COMMUNITY LINK 618-526-8800 Vocational
services for the developmentally disabled

KASKASKIA WORKSHOP 533-4423 Vocational
services for developmentally disabled 18 year olds
and older

**WASHINGTON COUNTY VOCATIONAL
WORKSHOP**

327-4461 Vocational services for the
developmentally disabled.

SOUTHWESTERN ILLINOIS WORKNET CENTER
618-327-4191 Employment assistance and training

Community Services

COMMUNITY SERVICES –
Contact your local hospital, law enforcement, or
private practitioner.

4 – YEAR PLAN SHEET

NCHS Graduation Requirements

Total Units Required: 21

- 4 - English credits
 - 2 *Writing Intensive credits*
- 3 - Mathematics credits
 - Must include Algebra I and Geometry or equivalent*
- 2 - Science credits
- 2 - Social studies credits
 - 1 - U.S. History credit
(must pass US and IL Constitution)
 - 1.0 Civics
- 0.5 - Health credit
- 0.5 - Driver's Education credit
- 0.5 - Consumer Education credit
- 1 - Elective credit (Art, Music, Foreign Language, or Vocational)
- 2 - Physical Education credits – PE is required daily for four years unless exempted (medical, athletic, band, health, academic, officiating)

FIRST YEAR

- 1 – English _____
- 1 – Math _____
- 1 – Science _____
- 1 – Elective _____
- 1 – Elective _____
- _____
- PE / ½ Health _____

THIRD YEAR

- 1 – English _____
- 1 – U.S. History _____
- 1 – Math _____
- _____
- _____
- PE _____

College Preparatory Recommendation

- 4 -- English
- 3-4 -- Mathematics (Algebra I, Geometry, Algebra II)
- 3 -- Science (Laboratory Science)
- 3 -- Social Studies
- 2 -- Foreign Language or Fine Arts /Music/Vocational Education

Foreign Language Note:

Some State Universities strongly recommend 2 years of Foreign Language but do not require it. Some universities like U of I requires 2 years of foreign language for admission and 3 years for graduation. Check the specific requirements for the colleges you are interested in applying.

SECOND YEAR

- 1 – English _____
- 1 – Math _____
- 1 – Science _____
- _____
- _____
- _____
- PE _____

FOURTH YEAR

- 1 – English _____
- 1 – Civics _____
- _____
- _____
- _____
- PE _____

INDEX

4 Year Plan Sheet	56	Military Visits.....	5
Absences.....	19-20	Mission Statement	2
Academic Awards.....	8	NCAA Academic Requirements.....	53-54
Academic Eligibility	46	National Honor Society	15-16
Armed Services	5	Non - Discrimination Policy	10
Asbestos Management Plan Availability	40	Objectives of NCHS	3
Attendance.....	18-20	Open Campus/Closed Campus	16
Attendance Incentives.....	20	Parent Notification System	17
Automobiles, Student Use	38	Parent Teacher Conferences	9
Bell Schedules	41-42	Part Time Attendance	6
Bullying	29-32	Perfect Attendance.....	20
Bus Rules and Procedures	38-39	Pesticide Notification	40
Calendar.....	1	Physical Examination	17-18
Cell Phone/Electronic Device Use.....	21	Progress Reports.....	9
Cheerleading Policy.....	15	Public Display of Affection	23
Classroom Dishonesty	29	Religious Observance	19
College Visits	5	Report Cards.....	9
College Credit.....	7	Request for Homework.....	21
College Preparatory Recommendations.....	4-5	Restrictions on Re-Enrolling Drop Outs.....	9-10
Concussion & Head Injury	51	Rights and Responsibilities.....	2
Credits Earned from External Sources.....	6-7	Scholarships.....	8
Dental Examination	18	School Cancellation.....	17
Directory Information	14	School Dances	41
Discipline of the Disabled Student	27-28	School Nurse	42
Dress and Appearance Guidelines	28-29	School Report Card	44
Drug/Alcohol Counseling Services	21	School Transportation.....	29
Drug/Alcohol Reporting.....	21	School Wellness	18
Dual Credits.....	6	Search & Seizure	28
Emergency Procedures	40	Sex Education.....	40-41
Expulsion.....	27	Sexual Harassment	11
Extended Absenteeism	20	Sex Offender Registration Act.....	11
Extra-Curricular Policy.....	46-49	Social Organizations.....	14-15
Eye Examination.....	18	Sportsmanship Code	52
Fees.....	44-45	Student Council	15
FERPA Rights	13-14	Student Discipline Policy	22-26
Financial Assistance	8	Student Enrollment - Accelerated Classes	45-46
Food and Beverages.....	16	Student Grievance Procedure	10
Gang & Gang Activity.....	25	Student Parking	38
Gifted/Talented Program	43-44	Student Planners	37
Grade Advancement Procedure	4	Student Records.....	12-13
Grading System	9	Student Transfers.....	5-6
Graduation Requirements	3-4	Student Welfare - Child Abuse.....	11
Guidance, Department of.....	7	Suicide & Depression Awareness & Prevention	7
Harassment	29-32	Suspension.....	26-27
Head Lice.....	43	Tardiness.....	38
Hearing Screenings.....	42	Teen Dating Violence Policy.....	12
Homeless Children	18	Telephone	17
IHSA Eligibility Rules.....	49-52	Testing Recommendations.....	8-9
Illness.....	19, 43	Textbooks	14
Insurance.....	17	Timeout and Restraint	35-37
Insurance Claims	17	Title I Academic Support Services	44
Leaving the Grounds	21	Title IX Sexual Harassment.....	33-35
Lockers	41	Units of Credit	5
Loitering	29	Video Safety Cameras	39
Loyalty Song	52-53	Vision Screenings	42
Lunch Program	16	Visitors to School	18
Master Calendar.....	16	Vocational Education Program	5
Medical and Dental Appointments	19	Waiver of Student Fees.....	45
Medication, Administration of.....	42-43	Youth Services.....	54-55
Medication - General Guidelines	42-43		